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Life Transformation for Women Program Handbook

“Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is – His good, pleasing and perfect will.” - Romans 12:2

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Welcome!

We believe that God can do an amazing work in your life to help you conquer overwhelming problems (Romans 8:37). We are assured that God wants to give you victory and hope (Deuteronomy 20:4). We are confident that God's will for your life is that you would experience His overflowing joy and peace (Romans 15:13). We are sure that God can do this amazing work in your life if you are submissive to His Word (Luke 11:28).

The doctrinal position of the Mission asserts that a person with a genuine relationship with Jesus Christ will overcome his/her addictions and begin a life of transformation. This is rooted in Romans 12:2 which states, "do not be conformed to this world, but be transformed by the renewing of your mind" and 2 Corinthians 5:17, "Therefore, if anyone is in Christ, he is a new creation; old things have passed away; behold, all things have become new."

Here are just some of the things you can expect to learn while you are a student in the Life Transformation Program.

How biblically to:

- ◆ Find hope in salvation
- ◆ Build a solid foundation for a life-long process of spiritual growth
- ◆ View addiction
- ◆ Handle anger biblically
- ◆ Be physically fit and healthy
- ◆ Develop God-honoring relationships
- ◆ Solve problems biblically
- ◆ Handle trials and suffering
- ◆ Deal with fear, anxiety and worry
- ◆ Handle depression
- ◆ Resolve conflicts
- ◆ Function in a family
- ◆ Integrate into community
- ◆ Be involved in the church
- ◆ View love, sex and relationships
- ◆ Express our self-esteem
- ◆ Find and follow God's purpose for your life
- ◆ Grow in your relationship with the Lord
- ◆ Honor God with your time
- ◆ Study and learn
- ◆ Be a God-honoring employee

People you can expect to meet while at the Life Transformation Program:

Executive Director – Responsible for all City Rescue Mission of Lansing programs and properties.

Director of Women and Children's Ministries – Oversees smooth functioning of the Women and Children's Shelter as well as the Life Transformation Program for women

Life Transformation Program Manager – Screens and intakes new applicants for the program. Coordinates schedule, outside activities and transportation. Teaches Bible and/or life skills classes. Approves passes, makes final discipline decisions, evaluates progress, and maintains communication with other staff.

Life Transformation Program Counselor – Establishes and carries out a counseling plan for each individual. Meets with students on a regular basis and as the need arises for formal counseling, training, and discipleship. Teaches Bible and/or life skill classes.

Life Transformation Program Teachers – Meet with students weekly to teach Bible and/or life skills classes. Establishes relationships with students to assist in training and discipleship.

Volunteers – Serve various ways and perform many functions at the Mission, including transportation, providing needs, caring for the Mission facility, helping students develop life skills, and fulfilling other functions related to the Mission.

Security – This facility is secure twenty four hours a day, seven days a week. Security personnel assist in overseeing the safety of the ladies who stay as well as the staff in the building and on the property.

Kitchen Staff – We provide over a hundred thousand of meals a year to men, women, and children in Michigan's capital area. Kitchen staff serves meals every day in the Women and Children Shelter, and program women will get to know them as they are served by them and serve beside them in the kitchen.

Emergency Shelter Staff – We have 116 beds for women and children in our emergency shelter. The emergency shelter staff assist individuals staying here on a temporary basis.

Program Description and Requirements

Phase 1 Approximate length of time: 6 Months

*Movement between levels and phases will be based on both length of time and appropriate goal accomplishment, which will ultimately be determined by staff.

- Level 1—First Month
 - Adjust to environment
 - No outside visits or passes
 - No phone calls
 - Meet with the program manager and program counselor to establish discipleship plan and goals
 - Regulate any health concerns
 - Regulate outside appointments (must be accompanied by staff)
 - Attend program classes and complete homework
 - Begin meeting for counseling weekly and complete homework
 - Participate in physical exercise as able
 - Attend church on Sunday morning as a group with a staff member
 - Participate in group recreational outings
 - Complete assigned work stations and chores daily
 - Submit to random drug testing and nicotine screens

- Level 2—Months 2-6
 - Attend daily classes
 - Participate in all exercise, life skills, and work activities
 - Participate in some form of further education (GED, computer classes, etc.)
 - Attend program classes and complete homework
 - Participate in weekly counseling sessions and complete homework
 - Begin limited outside passes/communication
 - Up to one pass per week may be requested; must be approved by staff and will be dependent on guest performance
 - No overnight passes
 - Outside appointments must be accompanied by staff
 - Approved family members may visit no more than once a week at approved times
 - Approved phone calls will be allowed at the discretion of the Program Manager
 - Attend church on Sunday morning as a group with a staff member
 - Participate in group recreational outings
 - Complete all daily work stations and chores
 - Submit to random drug testing and nicotine screens

Phase 2 Approximate Length of Time: 6 Months

- Level 1—Months 7-10
 - May begin limited, legitimate part-time employment or volunteer work - up to 15 hours/week (if staff feels position is suitable and won't distract from program goals and responsibilities).
 - Attend all classes, exercise, life skills, and activities as schedule allows
 - Receive extended pass privileges
 - One extra pass (besides work related) allowed each week; must be approved
 - Overnight passes only granted in special situations; must be approved
 - Work on financial accountability, debt repayment, and budgeting
 - Participate in weekly counseling sessions and complete counselor assigned homework
 - Participate in appropriate outside family counseling with family if applicable
 - Attend classes and complete homework
 - Attend church of choice (must be approved by staff) and choose a mentor who is a member in good-standing of the church
 - Complete all work stations as schedule allows
 - Submit to random drug testing and nicotine screens

- Level 2—Months 11-12
 - Begin legitimate full-time employment or volunteer work - up to 40 hours/week (if suitable employment found)
 - Attend all classes, exercise, life skills, and activities as schedule allows
 - Continue extended pass privileges
 - One extra pass (besides work related) allowed each week; must be approved
 - Overnight passes only granted in special situations; must be approved
 - Work on financial accountability, debt repayment, and budgeting
 - Participate in weekly counseling sessions and complete homework
 - Continue to attend church of choice (approved by staff) and meet with mentor on a regular basis; pursue service in church
 - Attend program classes each week as able
 - Volunteer at the Mission five hours/week
 - Submit to random drug testing and nicotine screens
 - Locate safe, affordable, permanent housing

Graduation

The prime goal and objective is graduation from the program freed from slavery to addiction through belief in Jesus Christ as Lord and Savior. The student will be fully prepared to return to society with the tools needed for work, church, family, and behavior which honors God.

Daily Schedule

Please be aware, the schedule will change according to student needs, teacher availability, and scheduled activities.

Weekdays

6 AM	Wake up, clean rooms, breakfast
8 – 8:30 AM	Group devotions
9 – 11:30 AM	Classes, Work Stations, Study Time
11:30 AM	Lunch
12 – 3 PM	Classes, Work Stations, Study Time
3 – 5 PM	Exercise and personal study time
5 PM	Dinner
5:30 – 8 PM	Work Stations
8 – 8:30 PM	Personal Devotional Time
8:30 – 9:15 PM	Free Time
9:15 – 10 PM	In Rooms
10:00 PM	Lights Out

Saturdays

7 AM	Wake up, clean rooms, breakfast
9 - 9:30 AM	Group devotions
10 AM - 3 PM	Visitation (if scheduled), activity time, study time, free time, lunch @11:30
3 - 5 PM	Exercise and personal study time
5 PM	Dinner
5:30 - 8 PM	Work Stations
8 - 8:30 PM	Personal Devotional Time
8:30 – 9:15 PM	Free Time
9:15 – 10 PM	In Rooms
10:00 PM	Lights Out

Sundays

6 AM	Wake up, clean rooms, breakfast
9 AM 12 PM	Attend church services
12:30 PM	Lunch
1 - 5 PM	Personal study time, free time
5 PM	Dinner
5:30 - 8 PM	Work Stations
8 - 8:30 PM	Personal Devotional Time
8:30 - 9:15 PM	Free Time
9:15 - 10 PM	In Rooms
10:00 PM	Lights Out

Life Transformation Program Expectations for Program Students

We believe it is possible for your life to look radically different than it does now by the time you graduate from the Life Transformation Program. But we also know that change can be hard work, and there are times that it may be very difficult. Because of this, we want to make it as easy as possible for you to succeed by helping you to eliminate some of the potential distractions or hindrances that could get you off track. You will likely be working through some very difficult problems during your stay in the Life Transformation Program, and we want to make it easy for you to focus on working through those issues.

The following is a list of expectations for Life Transformation Program Students. You will notice that the expectations set very high standards. We are confident that living by these high standards during your stay will help you to focus and be productive. We are also convinced that you can experience hope, peace, and overflowing joy as you understand God's love demonstrated through the staff and volunteer team who love you, experience a program set up to help you, and find supporters all around you praying for your success.

Topic	Expectation and Why it Matters
Activities	<p>Students are expected to participate in all scheduled activities. <i>Why?</i> We want you to make the most of the opportunities we provide! Our activities are designed to help you learn the truth about God and yourself, begin establishing healthy habits, and give you opportunities to make lasting friendships.</p>
Appeals	<p>Students will be expected to accept staff discipline with an attitude of thankfulness. <i>Why?</i> This program exists to disciple students according to biblical principles, and discipline is a part of this process. If a student believes staff has made a wrong decision, there is an appeal process to follow. However students will be expected to accept correction and training with a good attitude.</p>
Appointments	<p>Students will need to schedule appointments through staff ahead of time and to ensure they are missing as few scheduled activities as possible. <i>Why?</i> Our staff has a lot to do, and we want to make sure we are planning our days efficiently and with all of our students in mind.</p>
Authority	<p>You are required to follow the expectations and policies of the Life Transformation Program. You are also required to follow the directions of City Rescue Mission staff (this includes emergency shelter, security, and kitchen) with a good attitude. If you are with a volunteer, you are expected to follow their directions with a good attitude. <i>Why?</i> Those in authority over you are attempting to run the program and shelter in a God honoring way. They are assisting you in achieving success in the program, and their authority is a blessing. We want you to respect authority for it is pleasing to God and what He requires of us.</p>
Badges	<p>Badges must be worn at all times while on the property. If a staff or volunteer directs a student to wear their badge while off the property, the student is expected to comply. <i>Why?</i> We want to keep you and all students and guests in the shelter safe and secure.</p>
Bedrooms	<p>Each bedroom will house four students. The bedrooms consist of two bunk beds, small drawer spaces for each student, one armoire space for each</p>

	<p>student, and one bathroom. Space is limited and students will need to keep their area neat and tidy.</p> <p><i>Why?</i> We want to take care of the space God has given us. We also want you to develop good relationships with those with whom you are sharing space.</p>
Checking in & out	<p>Students will not leave the property except for church for the first 30 days. We have 24 hour security and students must have prior permission to leave and check out at security before leaving the building.</p> <p><i>Why?</i> We want you to be safe and successful while in the program.</p>
Children	<p>Children are not allowed to stay with their mothers while the mothers are students in the program. Children will also not be allowed to call or visit for at least the first 30 days of the student's stay.</p> <p><i>Why?</i> We know you love your children and desire for you to have God-honoring relationships with them. We want to be sure that while you are in the program they are being well-cared for so you are not dividing your attention between program activities and caring for them. You are responsible to make arrangements for the care of your children while in the program.</p>
Chores	<p>Students are expected to complete daily chores which will include room chores and cleaning other common areas in the building.</p> <p><i>Why?</i> God has blessed us with a beautiful building, and we desire to keep it this way! It is a principle of good stewardship to maintain your living space. It is beneficial for you to work and good for you to give back.</p>
Church attendance	<p>Students are required to attend church each Sunday. During Phase 1, students will attend church together with staff. During Phase 2, students will be permitted to attend churches in the area with prior staff approval.</p> <p><i>Why?</i> Meeting with believers is something God expects His followers to do. We want you to grow in your relationship with God and He set up the church family as one of the ways to help this occur.</p>
Classes	<p>All students are expected to attend classes daily and complete homework as assigned. Students are expected to be respectful and attentive in class.</p> <p><i>Why?</i> Our classes are a great way to learn more about God and how to handle problems. Our teachers love God and love people, and we believe you will enjoy learning from them.</p>
Clothing	<p>Clothing must be modest, neat, and appropriate for the activity. Pajamas are only to be worn in your dorm room. Clothing should not be excessively tight or see-through. Shirts should not show your belly, shoulders, or cleavage. Skirts and shorts should not be more than two inches above your knee. Clothing and accessories must not contain images that undermine Christian faith and values.</p> <p><i>Why?</i> We believe God made our bodies so we can use them to serve Him. We want to be modest and decent to help others stay pure in their thought life and deeds. We also want you to be able to enjoy the activities we have scheduled for you, and it will be easier to do this if you are properly clothed.</p>
Conflict Resolution	<p>Students are expected to follow the steps of biblical conflict resolution when they have a conflict with another student or staff.</p> <p><i>Why?</i> Conflict is a part of life. When conflict occurs, we want you to deal with it in a way that glorifies God, instead of escaping or attacking, We want you to be able to look at conflict as an opportunity for growth in your relationship with God and others.</p>
Consequences	<p>Students will receive consequences (discipline) when rules are violated or wrong attitudes are displayed. Consequences may include (but are not</p>

	<p>limited to) a written reprimand, extra chores, extra homework, restrictions from privileges, or dismissal from the program.</p> <p><i>Why?</i> The Bible promises that if you live a life in disobedience, you will have a hard life. We want you to learn how to submit to authority with a God-honoring attitude while you are in the program so you can continue this for the rest of your life.</p>
Counseling	<p>All residents will attend weekly counseling sessions with our counselor. Students are expected to complete homework assignments.</p> <p><i>Why?</i> Biblical counseling gives you the opportunity to have some individualized time with staff as they help you make changes by applying God's Word to your life.</p>
Day Shelter Dayroom (Emergency Shelter)	<p>Program students are not allowed in the dayroom without specific permission from staff.</p> <p><i>Why?</i> The dayroom area is for emergency shelter guests and their children. We want you to avoid temptation and distractions while on the program, and this area is not intended for your use while on the program.</p>
Dismissal	<p>Although staff will attempt to show grace to students who are struggling, students will be asked to leave the program if there is no evidence of change or if the offense is severe. Students may be allowed to re-enter the program after a time period if the student demonstrates she is ready to change and it will not harm other students for her to return.</p> <p><i>Why?</i> Everyone makes mistakes and needs to repent of those mistakes. We want to help you make better choices when you make mistakes, but we also know that there are times when you are not ready to submit to authority and change sinful behaviors. There are certain choices you might make that will result in immediate dismissal such as using drugs, physically hurting someone else, etc.</p>
Doctor's Appointments	<p>Students will have a physical examination as soon as possible upon entry into the program. Students are expected to tell the physician they are in a substance abuse program and that controlled substances are not allowed. If a student's medical condition will greatly interfere with completion of program requirements, the student will be asked to leave the program.</p> <p><i>Why?</i> We are not a medical facility and might not be able to accommodate students who have certain medical conditions.</p>
Doctrine	<p>Students are not allowed to share personal religious beliefs that contradict program training or the Mission's Doctrinal Statement.</p> <p><i>Why?</i> We don't want to confuse students. You will hear many different religious ideas throughout your life. This is not a time for you to be a teacher, but it is a time for you to be a student and learn what God's Word says about life and godliness.</p>
Donations	<p>Students are not to handle donations unless specifically directed by staff. If directed to do so, students should take the donation and express gratefulness to the donor.</p> <p><i>Why?</i> The Mission meets many physical needs in its different ministries. We want to process and sort the items to ensure those who need them the most receive them.</p>
Drugs/Alcohol	<p>Students will be expected to undergo random drug testing and nicotine screens. Students testing positive for alcohol or illegal drugs will be dismissed from the program.</p> <p><i>Why?</i> We want you to experience victory over your addictions. If you are drinking, using illegal drugs, or abusing prescription drugs, it demonstrates to us that you do not have a desire to change. Your use of drugs or alcohol will also become a focus for other students and a distraction from what the program is trying to accomplish</p>

	in their lives. We love you and want you all to be successful in overcoming your addictions.
Eating & Drinking	<p>Students will be provided with breakfast, lunch, and dinner. Students are expected to eat these meals without complaint. Eating is only permitted in the cafeteria unless permission is specifically given by staff. No food is allowed in your room; this includes candy, gum, soda, or juice.</p> <p><i>Why?</i> We are thankful for the donations of food we receive and the kitchen staff that prepares nutritious meals for us to eat. We want you to learn to communicate that attitude as much as possible to those who serve you. We also want to keep the facility clean and pest free, so keeping food in designated areas will help with this effort.</p>
Emergency Shelter	<p>Students will not develop relationships with emergency shelter guests. Staff will redirect guests and students when they are seen speaking together.</p> <p><i>Why?</i> God has blessed the Mission with a wonderful ministry for women and children who need shelter for a short period of time! These women are not here for the same reason you are, and we do not want them to distract you from your purpose here. The emergency shelter guests have different expectations than you, and we do not want you to be tempted.</p>
Exercise & Fitness	<p>Daily exercise is a required part of the program. We will make accommodations as recommended by your doctor</p> <p><i>Why?</i> God wants us to take good care of our bodies. We want to help you to develop healthy habits that will continue long after you leave the program, and exercise and fitness is one good way to take care of your body.</p>
Exiting	<p>Residents may exit the program by either graduating the program after completing the requirements, being dismissed, or by choosing to leave before completion.</p> <p><i>Why?</i> Although you may leave at any time, we want you to gain victory in areas that have proved difficult in your life. We don't want you to give up before you have completed the entire year-long program.</p>
Goals	<p>Students will be setting goals and will be held accountable to meet these goals.</p> <p><i>Why?</i> Even though we will be establishing many expectations we will require you to follow, we also realize you will have specific areas of growth you believe God wants to see in your life. We will enjoy working with you in these areas and look forward to rejoicing as you see God accomplish great things as you seek to obey Him.</p>
Graduation	<p>Students will graduate when they have completed the program requirements.</p> <p><i>Why?</i> Graduation will not take place before the year is complete, but in some instances it may take longer than a year. When you've completed the program, you should be ready to move on and continue to grow in your relationship with Christ while in a new phase of your life.</p>
Intake	<p>After your paperwork has been reviewed and you have been approved to enter the program, on the day of your arrival, all of your belongings will be searched. Those items not appropriate for the program will be sent out or discarded. We have provided a list of "What to Bring." All medications will be catalogued and locked up. Your clothing will go through our intake process. You will begin to follow the schedule upon arrival and after settling in. After the first thirty days, you will have a meeting with staff to assess how you are doing with the program and to decide whether or not you will</p>

	<p>proceed to Level 2 or be dismissed from the program. <i>Why?</i> We want you to know our expectations and what will happen as often as possible during your stay with us. The first thirty days are an evaluation period for both you and the program staff.</p>
Internet	<p>Internet access will not be available to students during at least the first nine months of the program. Students will not be able to access email or Facebook. <i>Why?</i> We want you to focus on your relationship with God and working on your problems. We want you to use your resource of time wisely. This is an opportunity to eliminate distractions and possible hindrances to your success.</p>
Laundry	<p>Every resident will be assigned a time to do their laundry. <i>Why?</i> We have a lot of people doing laundry in our facility! In order to give everyone time to use the machines, we need to adhere to a strict schedule.</p>
Lights Out	<p>Lights out is at 10 PM. Residents shall not leave their rooms after lights out unless there is an emergency. <i>Why?</i> Our wake-up time is early, and we want you to get a full night of sleep. We also want you to be considerate of your roommates.</p>
Mail	<p>Incoming and outgoing mail may be opened and/or inspected by staff. Inappropriate correspondence will not be allowed. This includes letters from boyfriends and any inappropriate content. <i>Why?</i> We want you to be focused on your relationship with Christ and on the issues you are struggling with in order to help you develop healthy relationships. We don't want friends or family to be a source of discouragement for you.</p>
Marriage Relationships	<p>If you are married, you may still be considered a candidate for this program. <i>Why?</i> If you are married and want help, we want to be able to help you. We do want to make sure your husband is in agreement with you coming to the program and is willing to do what is necessary to help you grow.</p>
Medications	<p>All medications, including over-the-counter, will be checked in upon entry and are kept in a locked room. Federally controlled substances are not allowed. Medications will be made available by staff at designated times. Students are not permitted to have medications on their person or in their rooms at any time. Medications cannot be swapped or shared. All prescription medications must be in the correct bottle and be properly labeled when entering the facility. Samples must have a doctor's written instructions. Any mental health medications must be prescribed by a mental health facility or a psychiatrist. <i>Why?</i> We want you to be safe and healthy while on the program. We also want to make sure you are not experiencing temptation to take more or less medication than prescribed or providing another student with this opportunity.</p>
Money	<p>Money is stored in a locked area by staff. Residents will not have access to their money unless given permission by staff. Excessive amounts of money will need to be deposited in a student's personal account outside of the Mission and students should find a trusted individual to make sure financial obligations are met while in the program. <i>Why?</i> Knowing how to manage money is an important skill. We understand that financial accountability and training will assist you as you seek to make God-honoring decisions in all areas of your life.</p>
Music/ Entertainment	<p>Residents may not bring any music unless it is Christian or classical. All will be checked and inappropriate content will be discarded. Burned CDs or illegally downloaded MP3s will not be allowed. Radios, MP3 players, and</p>

	<p>IPods are a privilege and may be removed at any time. Laptops are not allowed in the first six months of the program and, after this, only at staff discretion. No personal DVDs are allowed in the program. Approved movies will be provided by staff. Reading material must be appropriate and should not include magazines, romance novels, and explicit materials.</p> <p><i>Why?</i> Our entire lives are meant to worship God. It is important to think about what we listen to, watch, and read even while we are relaxing. We realize that certain kinds of music and literature will distract you from your goal of becoming more like Christ, and we don't want this to happen.</p>
Personal Devotions	<p>Students will be expected to have daily personal devotions. Although there will be materials available, these will be self-directed.</p> <p><i>Why?</i> We want you to develop daily habits that will stay with you long after you leave our program. Your relationship with God will grow as you spend time learning more about Him.</p>
Personal Possessions	<p>The amount of personal possessions must be limited to what can fit in the student's personal space. Students are expected to keep their possessions put away.</p> <p><i>Why?</i> We have limited space for belongings, and we do not want you to become consumed with taking care of your things and miss out on the opportunities you have to learn about God and develop relationships.</p>
Phone	<p>Students may not bring a cell phone, or have a cell phone while on the program for at least the duration of Phase 1 and probably longer. Students may not make or receive phone calls for the first 30 days of the program. If anyone on the program receives a phone call, the receptionist will take a message without acknowledging you are here. The message will then be passed to the program manager or a designated staff member, who in turn may give it to the program student at the appropriate time, and arrangements to return the call may be discussed. Length of calls will be limited. Special permission to receive phone calls from specified individuals may be arranged, but who is on the list is at the discretion of the program manager. Program students who wish to make long distance phone calls should bring a calling card. Students are not allowed to borrow cell phones from staff or volunteers.</p> <p><i>Why?</i> We want to make sure you stay connected with loved ones, but we also want you to not be distracted from your goals while on the program.</p>
Physical Care	<p>Students are expected to eat properly at every meal, shower daily, exercise faithfully, and keep their personal appearance neat and clean.</p> <p><i>Why?</i> People who take good care of their bodies are going to be able to accomplish more work for the Lord. We are to honor God with our bodies and take care of them.</p>
Pregnancy	<p>We will not accept pregnant students in the Life Transformation program.</p> <p><i>Why?</i> This program is a year-long program, and we do not have facilities for children. We cannot accept pregnant mothers at this time.</p>
Relationships	<p>Students will not be allowed to develop romances or date during their year-long stay in the program. Students will not be able to contact current boyfriends or common-law husbands while in the program.</p> <p><i>Why?</i> We know that relationships are very important, but we also know that your time with us is limited and you have a lot to do during that time! We believe that if God wants to bless you with a relationship with someone from the opposite sex, it will still be available for you after you graduate from the program.</p>

<p>Reprimands</p>	<p>Infractions of the program expectations may result in a reprimand. The guideline is that three reprimands for the same infraction result in a dismissal while five reprimands for various infractions will result in dismissal. Please be aware that this is the general guideline! Staff can dismiss students who are not demonstrating submission to authority or repentant hearts at any time, just as staff may show grace when a student demonstrates submission and is repentant. <i>Why?</i> We want you to be successful while in our program, and following the guidelines will contribute to your success. Discipline is a prayerful balance of grace and authority. Recognizing staff are not perfect, our desire is for you to grow in your relationship with God and experience victory in areas where you have failed; so our decisions will reflect this balance.</p>
<p>Schedule</p>	<p>Students are responsible to follow the daily and weekly schedule. Schedule changes may occur due to scheduling conflicts, and students are responsible for making sure they are where they are supposed to be at all times. <i>Why?</i> It shows courtesy and kindness to others, whether staff, volunteers, teachers, or your fellow program students, when you are on time and ready for activities. Time is a precious thing, and we want to be sure to honor God with it always.</p>
<p>Scripture Memory</p>	<p>Students will be responsible for memorizing Scripture. Students will be given a memory system to help them be successful in accomplishing this goal. <i>Why?</i> Psalm 119:11 says that we hide God’s Word in our hearts so we don’t sin against Him. It is easier to do what God wants us to do when we know what that is, and having His Word in our minds will help us honor Him.</p>
<p>Sexual Conduct</p>	<p>Students may not have any sexual relationship outside of marriage. <i>Why?</i> As a student, one of your goals will be learning and practicing the biblical views of life. God has commanded us to refrain from any intimate sexual activity outside marriage.</p>
<p>Sleeping</p>	<p>Every day has at least 8 hours of sleep scheduled, so there should be no need to sleep during the day unless it is medically necessary. <i>Why?</i> We want you to get as much out of your day as possible. We also want you to be able to sleep restfully at night so that you may be active during the day.</p>
<p>Smoking</p>	<p>Smoking or use of tobacco products is not allowed while you are in the program. <i>Why?</i> We want you to take good care of your body. You will receive random and scheduled nicotine screens to verify you have not been using tobacco products.</p>
<p>Staff Office</p>	<p>Students are not allowed to enter the office areas without staff permission. <i>Why?</i> We want to protect student privacy and provide staff and students with areas where they can discuss concerns without the fear of being interrupted or overheard.</p>
<p>Stamps & Mailing Supplies</p>	<p>Students wanting to send mail will need to bring stamps. We will provide paper and envelopes, but students may want to bring stationary. <i>Why?</i> We want you to write your family as much as possible, and you will not have access to e-mail for at least the first ten months in the program.</p>
<p>Student Responsibility Form</p>	<p>A student who has demonstrated inappropriate behavior is expected to fill out the Student Responsibility Form and turn it in to the program manager. Although this form is required after a reprimand, it can be turned in by a student at any time.</p>

	<p><i>Why?</i> Everyone makes mistakes, and we want you to learn from them and demonstrate repentance. Admitting responsibility doesn't necessarily eliminate consequences for your choices, but taking responsibility for your actions and being truly repentant for your wrong actions can heal broken relationships with God and others.</p>
Television/DVDs	<p>The television may not be turned on unless it is an approved time by staff. DVDs will be available to watch at approved times, but no cable or broadcast television will be allowed.</p> <p><i>Why?</i> Although the television can be used for good, it can also be a source of wrong ideas and a waste of time. We want you to learn to be discerning with what you allow into your mind and accountable for your time.</p>
Time	<p>While your free and personal times are your own, we ask that you do not waste it or encourage others to waste theirs.</p> <p><i>Why?</i> We know you are sacrificing your time, freedoms and preferences to be a part of this program. Our goal is to assist you so that you can leave our program and honor God with the rest of your life as you continue to grow. We want you to get as much out of our program as possible while you are here.</p>
Transportation	<p>Students are not allowed to have personal vehicles for their first nine months on the program.</p> <p><i>Why?</i> We don't want you to have to worry about your car while you are here, and we have limited parking available. After the first nine months, we will be happy to discuss your need for a vehicle.</p>
Violence	<p>Physical and verbal violence are not permitted. Conflict between students should be settled using biblical conflict resolution steps with the help of staff members. Gossiping, complaining, arguing, or stirring up problems will not be permitted.</p> <p><i>Why?</i> We understand that living in a community setting is not always easy and conflict is unavoidable. However, God gives us clear guidelines for how we are to behave when we disagree – and how we are not to behave. We expect you to learn how to be a peacemaker while you are here and continue those habits for the rest of your life.</p>
Visitors	<p>Program students are not allowed visitation, except in emergency situations, until they have been here at least 30 days and have demonstrated willingness to adhere to the schedule and meet program expectations. Visits are initially supervised and eventually private but still in a public setting. Time and length of visits is decided by staff and are on a case by case basis. Requests will need to be made ahead of time and be specific. Visitors are not allowed in the dormitory portion of the Mission and appropriate conduct must be followed, including no sexual conduct. Students who have visitors are not guaranteed total privacy from other students due to limited space.</p> <p><i>Why?</i> We want you to stay connected with your family and loved ones, but we also want you to be able to focus on your goals while in the program. We also want you to focus on building positive relationships with the other ladies in the program, with staff and volunteers, as well as with those in the churches you will be visiting.</p>
Weapons	<p>Students are not permitted to possess weapons. All knives and other instruments that could be used as weapons (including scissors) must be turned in.</p> <p><i>Why?</i> We want students to feel safe and secure while they are here.</p>
Work Stations	<p>Students will be expected to complete work stations as part of the program. All students will be given daily and weekly work station assignments. These</p>

	<p>might include kitchen, bathroom, laundry, thrift store, gardening, and other work as appropriate. Students are responsible for their work stations and must be on time and diligent to complete them with a good attitude.</p> <p><i>Why?</i> We are thankful for the ministries God has given the City Rescue Mission of Lansing, including the Life Transformation Program, and want to support this ministry by having you help when it is possible. We also want you to experience the satisfaction of working for the Lord, developing discipline, and learning new skills.</p>
<p>Working</p>	<p>Students may be allowed to work or volunteer for limited hours during Phase 2, but students will not be able to actively seek employment until the last two months of the program.</p> <p><i>Why?</i> Our goal is for you to be able to financially support yourself when you leave our program, and we will provide time for you to look for employment and work if you find a job. However, we want to be sure you have the tools to make good decisions before you are put into situations where you may have made poor choices in the past.</p>

We understand situations will arise which are not discussed in our expectations. At these times, staff will use discernment and wisdom to handle these situations, and students will be expected to graciously accept staff decisions and the consequences of the student's choices. There will be times when you will not agree with a staff decision or direction, but we ask that you respond in those situations in a God-honoring way. Submitting can be difficult, but in order to have a right relationship with God and others, it is required. If you have a question about an expectation, see a staff member.

What to bring:

We have limited space in our facility. You will be given one small armoire space and two drawers to store personal items. We encourage you to use your space wisely by not bringing in unnecessary items. If you have questions about what to bring, please ask staff before bringing it! We do not have extra storage space, and items that cannot be kept in your dorm room will be sent out or discarded.

- Study Bible (one will be provided if you do not have one)
 - Clothing – bring enough for eight days. Washers and dryers are on site and can be used for free.
 - Pajamas
 - Exercise clothing
 - Dress clothing for church (dresses, skirts or dress pants, and blouses) – bring no more than 4 outfits.
 - Shoes: shower (flip flops), work (comfortable and serviceable), exercise, dress for Sunday
 - Coat and light jacket
 - Undergarments
 - Toiletries (basics will be provided to you if you do not have any)
 - Medications (see policies for medication)
 - Calling cards for long distance phone calls, stamps, envelopes, and writing paper
 - Picture I.D. and Social Security card Insurance card if you have one
 - Curling irons, hair straighteners, blow dryers
- Optional:*
- Journal
 - Personal CD player or mp3 player (see policies for music)
 - Water bottle

Life Transformation Program Conflict Resolution Steps

As people reconciled to God by the death and resurrection of Jesus Christ, followers of Christ are called to respond to conflict in a way that is remarkably different from the way the world deals with conflict.¹ Conflict provides opportunities to glorify God, serve other people, and grow to be like Christ.² Therefore, in response to God's love and in reliance on His grace, program students and staff are expected to prayerfully respond to conflict according to the following steps, which are biblical principles God gives us:

- **Glorify God** — Instead of focusing on my own desires or dwelling on what others may do, I will rejoice in the Lord and bring Him praise by depending on His forgiveness, wisdom, power, and love, as I seek to faithfully obey His commands and maintain a loving, merciful, and forgiving attitude.³
- **Get the Log out of Your Eye** — Instead of blaming others for a conflict or resisting correction, I will trust in God's mercy and take responsibility for my own contribution to conflicts—confessing my sins to those I have wronged, asking God to help me change any attitudes and habits that lead to conflict, and seeking to repair any harm I have caused.⁴
- **Gently Restore** — Instead of pretending that conflict doesn't exist or talking about others behind their backs, I will overlook minor offenses or I will talk personally and graciously with those whose offenses seem too serious to overlook; I will seek to restore them rather than condemn them. When a conflict with a Christian brother or sister cannot be resolved in private, I will ask others in the body of Christ to help us settle the matter in a biblical manner.⁵
- **Go and Be Reconciled** — Instead of accepting premature compromise or allowing relationships to wither, I will actively pursue genuine peace and reconciliation—forgiving others as God, for Christ's sake, has forgiven me, and seeking just and mutually beneficial solutions to our differences.⁶

By God's grace, program students and staff apply these principles as a matter of stewardship and realize that conflict is an assignment, not an accident. Remember that success in God's eyes is not a matter of specific results but of faithful, dependent obedience. Students and staff pray that our service as peacemakers will bring praise to the Lord and lead others to know His infinite love through the message of the Gospel.⁷

¹ Matt. 5:9; Luke 6:27-36; Gal. 5:19-26.

² Rom. 8:28-29; 1 Cor. 10:31-11:1; James 1:2-4.

³ Ps. 37:1-6; Mark 11:25; John 14:15; Rom. 12:17-21; 1 Cor. 10:31; Phil. 4:2-9; Col. 3:1-4; James 3:17-18; 4:1-3; 1 Peter 2:12.

⁴ Prov. 28:13; Matt. 7:3-5; Luke 19:8; Col. 3:5-14; 1 John 1:8-9.

⁵ Prov. 19:11; Matt. 18:15-20; 1 Cor. 6:1-8; Gal. 6:1-2; Eph. 4:29; 2 Tim. 2:24-26; James 5:9.

⁶ Matt. 5:23-24; 6:12; 7:12; Eph. 4:1-3, 32; Phil. 2:3-4.

⁷ Matt. 25:14-21; John 13:34-35; Rom. 12:18; 1 Peter 2:19; 4:19.

Adapted from *The Peacemaker: A Biblical Guide to Resolving Personal Conflict*, Ken Sande (Baker Books, 3d ed., 2003). © Peacemaker[®] Ministries. www.Peacemaker.net.

City Rescue Mission of Lansing Doctrinal Statement

Faith in Teaching:

1. Scripture: The 66 books of the Old and New Testament are complete, verbally and plenary inspired Word of God, being inerrant, infallible, and final authority for faith and life. As divine revelation of God, they shall be interpreted according to grammatical-historical meaning (2 Tim. 3:16-17; 2 Pet. 1:20-21).

2. The Godhead: There is one triune God, eternally existing in three persons—Father, Son, and Holy Spirit—each eternal, identical, and equal in power and glory, having the same attributes and perfections and executing distinct but harmonious offices in the great works of creation and redemption (Deut. 6:4; Matt. 28:19; 1 John 5:7).

a. Father: The Father is perfect in holiness, infinite in wisdom, and measureless in power. He concerns Himself mercifully in the affairs of men, hears and answers prayer, and saves from sin and death all who come to Him through Jesus.

b. Son: **1.** Jesus Christ became man without ceasing to be God, was conceived by the Holy Spirit, born of the virgin Mary so that He might reveal God and redeem sinful humanity (Isa. 7:14; John 1:14; Gal. 4:4-5). **2.** He accomplished our redemption through substitutionary death on the cross, and our justification is made sure by His physical resurrection from the dead (Acts 2:18-36; 1 Peter 1:3-5). **3.** He ascended to Heaven and is now exalted at the right hand of God. There, as our High Priest, He fulfills the ministry of Intercessor and Advocate (Rom. 8:34; Heb. 7:25-28; 1 John 2:1-2). **4.** Christ will visibly return with His saints to establish His earthly Messianic Kingdom, as promised to the nation of Israel (Dan. 2:31-45; 1 Thess. 1:10; 4:13-18).

c. Holy Spirit: **1.** The Holy Spirit has come to complete and perfect in us all Christ accomplished on our behalf by His atonement. He convicts of sin, regenerates, sanctifies, gifts us for ministry, and assures of salvation. He is the Supernatural Agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption (John 16:7-11; Eph. 1:13-14). **2.** As divine Teacher, He assists believers to understand the Scriptures (Eph. 1:17-18; 5:18; 1 John 2:20, 27). **3.** He gives spiritual gifts to every believer and uses evangelists, pastors, and teachers to equip believers in the assembly so they can do the work of the ministry (Rom. 12:3-8; 1 Cor. 12:4-7).

3. Spiritual Gifts: We believe in the continued expression of the spiritual gifts. The more demonstrative or 'sign gifts' such as healing, raising the dead, and speaking in tongues were given for the authentication of the apostolic generation and are not normative for today. (1 Cor. 1:22; 13:8; 14:21-22).

4. God and man: God is sovereign and allows humanity free will.

a. Salvation: **1.** Salvation is the gift of God brought to by grace and received by personal faith in the Lord Jesus Christ, whose blood was shed on Calvary for the forgiveness of sins. All sins, except blasphemy of the Holy Spirit, are forgivable (Matt. 12:31; John 1:12; Eph. 2:8; 1 John 1:9). **2.** Man was created in the image of God, but, through Adam's sin, humanity fell, inherited a sinful nature, and became alienated from God. Man is totally depraved and, of himself, utterly unable to remedy his lost condition (Gen. 1:27; Rom. 5:12). **3.** Once saved, all the redeemed are kept by God's power, thus secure in Christ forever (John 10:27-30; Rom. 8:1; 38-39). **4.** Believers have the privilege of rejoicing in the assurance of their salvation through God's Word, which clearly forbids the use of Christian liberty as an occasion to the flesh (Rom. 13:13-14; Gal. 5:13).

b. The Church: **1.** The church, which is the body and bride of Christ, is solely made up of born-again persons (1 Cor. 12:12-14; Eph. 5:25-27). **2.** The establishment and continuance of local churches is clearly taught and defined in the New Testament (Acts 14:27; 1 Tim. 3:1-13). **3.** The local church is autonomous and free of external authority or control (Acts 15:19-31; 1 Pet. 5:1-4). **4.**

Water baptism and the Lord's Supper are Scriptural ordinances of obedience for the church (Matt. 28:19-20; 1 Cor. 11:23-26).

c. The Personality of Satan: Satan is a person, the author of sin and the cause of the Fall of Man. He is the declared enemy of God and man and shall be eternally punished in the Lake of Fire (Isa. 14:12-17; Rev. 20:10).

d. The Eternal State: **1.** All people will be bodily resurrected: the saved to eternal life and the unsaved to judgment and everlasting punishment (Matt. 25:46; Rev. 20:12-13). **2.** At death, souls of the redeemed are absent from the body and present with the Lord; in conscious bliss, they await the first resurrection, when spirit, soul, and body are reunited to be glorified forever with the Lord (Luke 23:43; 2 Cor. 5:8; 1 Thess. 4:16-17). **3.** After death, souls of unbelievers remain in conscious punishment and torment until the second resurrection; with soul and body reunited, they shall appear at the Great White Throne Judgment and be cast into the Lake of Fire to suffer everlasting punishment (Matt. 25:41-46; Rev. 20:11-15).

Faith in Practice:

1. Separation: All the saved should live so as not to bring reproach upon their Savior and Lord. God commands His people to separate from all religious apostasy, worldly and sinful pleasures, practices, and associations, and to refrain from all immodest appearances (Rom. 12:1-2; 2 Cor. 6:14-7:1).

2. Civil Government: God has ordained and created all authority consisting of three basic institutions: Home, Church, and State. Everyone is subject to these authorities, but all (including these authorities) are answerable to God and governed by His Word. God has given each institution specific biblical responsibilities and balanced those responsibilities with the understanding that no institution has the right to infringe upon another. Home, Church, and State are separate and sovereign in their respective, biblically assigned spheres of responsibility (Rom. 13:1-7; Eph. 5:33; Heb. 13:17).

3. Love: We should demonstrate love for others, not only toward fellow believers but also toward unbelievers. We are to deal with those who oppose us graciously, gently, patiently, and humbly. God forbids stirring up strife, taking revenge, or threatening/using violence as a means of resolving personal conflict or obtaining personal justice. Although God commands us to abhor sinful actions, we are to love and pray for any person who engages in sinful actions (Matt. 5:44-48; John 13:34-35).

4. Human Sexuality: God has commanded us to refrain from any intimate sexual activity outside marriage. Any board member, staff member, or volunteer of the Mission confirmed to be involved in sexual sin (including molestation, homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, pornography, and/or transsexualism) will be immediately removed from any positions of ministry or service by the Executive Director or Board of Directors (Leviticus 18; Romans 1:26-29). The only legitimate marriage is the joining of one man and one woman (Genesis 2:24).

5. Divorce and Remarriage: God hates divorce and intends marriage to last until one spouse dies. However, Biblical provisions allow divorce within limited conditions; in such cases, divorced persons may hold positions of service and be used of God to minister at the Mission (Malachi 2:14-17; Matt. 19:3-12).

6. Abortion: Human life begins at conception; an unborn child is a living human being. Abortion constitutes taking human life. We reject any teaching that abortions are acceptable (due to rape or incest, birth defects, gender selection, birth or population control, or for the mental well-being of the mother) (Psalms 127:3, 139:14-16; Jeremiah 1:5; Luke 1:44).

7. Lawsuits Between Believers: Christians are prohibited from bringing civil lawsuits against other Christians to resolve personal disputes. The Mission possesses the resources to resolve personal disputes between Mission staff and/or volunteers (1 Corinthians 6:1-8; Ephesians 4:31-32).

8. Slandering Gossip Forbidden: Slandering the character or hurtful destructive criticism of methods and practices of others is sinful and not to be permitted (1 Timothy 5:17, Proverbs 6:16-19).

Authority of Statement of Faith:

The Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all we believe. We do believe, however, that the foregoing Statement of Faith accurately represents the teaching of the Bible and, therefore, is binding upon all members of the Board of Directors and managerial and counseling staff. All educational and promotional materials used in the ministries of the City Rescue Mission shall be in complete agreement with this Statement of Faith.

Resources and Services Available

The Life Transformation Program for Women offers referrals or assistance with the following resources and services:

- Spiritual Resources
 - Bible studies
 - Biblical counseling
 - Personal devotion time
 - Addictions counseling
- GED Completion Assistance
 - Educational materials
 - Practice materials and resources
 - Tutoring
- Computer Access
 - Microsoft Office
- Health Care
 - Assistance enrolling in the Ingham Health Plan
 - Assistance in obtaining access to dental care
 - Assistance in obtaining nutritional education and counseling through Ingham County Health Department
 - Transportation to appointments
- Work Assistance (with assistance from Advent House, Michigan Works, Michigan Rehabilitative Services, or other agencies)
 - Job skills development
 - Work study
 - Résumé preparation
- Financial Management
 - Budgeting and financial management training

Contact Information

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