



## New Beginnings Ministry Application for Admittance

Complete all forms and mail, fax, and or e-mail to the contact information above

Please understand that your acceptance to New Beginnings Ministry requires a 12 months minimum commitment

You must be at least 18 years of age to enter the ministry

### Your Commitment

The first 60 days of your stay at **New Beginnings** is filled with many challenges. This most often includes homesickness, struggles with trust, environmental changes, and a roller coaster of emotions. The first inclination of the resident is the desire to leave prematurely before the adjustment period is complete. We have found that after the first 60 days, most of this insecurity passes.

Unfortunately, ladies walk away from their opportunity with **New Beginnings** because they do not give themselves enough time to make the necessary adjustments. With this in mind, we are requiring a strong commitment on your part to enter this ministry with a determination in your heart to see it through to the end. Your signature to this commitment form is your agreement not to compromise your decision to change, and, therefore, agree to give no time or expression to ideas such as: "I'm too homesick," "This is too hard," "I'm not ready for this" or "I don't want God shoved down my throat." We understand that feelings of homesickness and missing your family is valid; however, you must determine that you will *not* allow these feelings to drive you from your commitment to what God has for you through **New Beginnings**.

Your signature represents your commitment and desire to do what it takes to achieve freedom and healing. We are committed to you as long as you are committed to Jesus and His change in your life.

***IF YOU DO NOT AGREE TO THIS COMMITMENT,  
PLEASE DO NOT PROCEED WITH THE APPLICATION PROCESS.***

If you do agree, please sign and proceed with the **Application**.

---

Signature of Applicant

Date

---

Staff Witness

Date



## New Beginnings Ministry Application for Admittance

**WE ARE A SMOKE FREE FACILITY**

There is a **non-refundable fee of \$25.00 fee** to process your application. All checks and money orders are to be made out to: **New Beginnings Ministry**. Application will be processed once this fee is received. Be sure to include your contact number for a phone interview. The information contained in this application will be considered confidential information and will not be released except on a need to know basis. **If any of this information is falsified, it will be a reason for immediate dismissal from the ministry.** By completing this application, the applicant does not commit in any way that she will become a client at New Beginnings Ministry, Inc. This application is strictly for screening purposes and further steps must be taken before an applicant is accepted into the ministry.

**FOR STAFF USE ONLY**

Application Received in Office: \_\_\_\_\_ Date of Interview: \_\_\_\_\_ Status: \_\_\_\_\_

Admittance Date: \_\_\_\_\_

Voluntary

Court Mandated How Long? \_\_\_\_\_

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

Reason for Non- Acceptance: \_\_\_\_\_

**This Application Must be Filled Out Completely**

Today's Date: \_\_\_\_\_

### General Information

\*\* Instructions: The entire application must be completed ONLY by the applicant herself; with no additional help.

_____	_____	_____	_____	_____
<b>Last Name</b>	<b>Maiden</b>	<b>First</b>	<b>Middle</b>	
_____	_____	_____	_____	_____
<b>Street</b>		<b>City</b>	<b>State</b>	<b>Zip Code</b>
_____	_____	_____	_____	_____
<b>County you will be entering NBM from</b>		<b>County</b>	<b>Volunteer</b>	<b>OR Mandate</b>
_____	_____	_____	_____	_____
<b>Telephone # for Interview</b>		<b>DOB</b>	<b>Age</b>	<b>SS#</b>
_____	_____	_____	_____	_____

Referred by: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of Contact person if at Facility: \_\_\_\_\_

Incase of Emergency notify: \_\_\_\_\_

Relationship to you: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Background Information:**

**Addiction:** Please list all substance you have used including tobacco. If you are in need of additional room please see page 12.

- Drug: \_\_\_\_\_
- Age of 1<sup>st</sup> use: \_\_\_\_\_
- Frequency used: \_\_\_\_\_
- Date of last use: \_\_\_\_\_
- Longest period of abstinence: \_\_\_\_\_

- Drug: \_\_\_\_\_
- Age of 1<sup>st</sup> use: \_\_\_\_\_
- Frequency used: \_\_\_\_\_
- Date of last use: \_\_\_\_\_
- Longest period of abstinence: \_\_\_\_\_

- Drug: \_\_\_\_\_
- Age of 1<sup>st</sup> use: \_\_\_\_\_
- Frequency used: \_\_\_\_\_
- Date of last use: \_\_\_\_\_
- Longest period of abstinence: \_\_\_\_\_

- Drug: \_\_\_\_\_
- Age of 1<sup>st</sup> use: \_\_\_\_\_
- Frequency used: \_\_\_\_\_
- Date of last use: \_\_\_\_\_
- Longest period of abstinence: \_\_\_\_\_

- Drug: \_\_\_\_\_
- Age of 1<sup>st</sup> use: \_\_\_\_\_
- Frequency used: \_\_\_\_\_
- Date of last use: \_\_\_\_\_
- Longest period of abstinence: \_\_\_\_\_



**Living Situation: describe most recent living situation, choose most applicable (Underline or Circle):**

- Non-Housing (Street, car, etc.)
- Mother transient, children living with relatives/friends
- Domestic Violence situation
- Mother and children living with relatives/friends
- Emergency Shelter
- Transitional Housing for homeless persons
- Psychiatric Facility
- Substance Abuse Treatment Facility
- Hospital
- Jail/Prison
- Rental Housing
- Own Home
- Other

1. Have you ever been a lesbian relationship? \_\_\_\_\_ if yes for how long? \_\_\_\_\_
2. Have you ever been involved in prostitution? \_\_\_\_\_ if yes for how long? \_\_\_\_\_
3. Have you ever been involved in any satanic cults or rituals? \_\_\_\_\_ if yes please explain\_

\_\_\_\_\_  
\_\_\_\_\_

**Family:**

**Marital Status**

- Single, never married
- Married
- Divorced
- Widowed If widowed, how long \_\_\_\_\_ How did he die? \_\_\_\_\_

Do you have children? \_\_\_\_\_

Please list all of the **names and age** of children? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does any of your children have behavioral problems? \_\_\_\_\_ If so, list name and behavior : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are any of your children on medication? \_\_\_\_\_ If so, what are they and the dose : \_\_\_\_\_

Does any of your children have special needs: \_\_\_\_\_ if so, please explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What are your goals for your children? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Family information continued:**

**PLEASE BE ADVISED THAT IF YOU HAVE A DFCS/DDS CASE THAT WILL REQUIRE TRANSPORTATION PROVIDED BY NBM WE WILL NOT GO OUTSIDE OF A 80 MILE RADIUS**

Do you still have custody of your children? \_\_\_\_\_ if not, please provide more information

Name of Child	Age	Specific Charges Leading to Removal of Custody	Date Custody Was Lost	Most Recent Court Date and Outcome	Visitation Arrangements	Name/Phone Number of DCS/Juvenile Court workers

Please list any service agencies/providers(and contact persons) that work with you, along with their addresses and phone numbers: **Attorneys, DFCS, Probation/Parole, Dept SS, ect....**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INCOME**

**Do you have other sources of income or support:**

- General Public Assistance Amount: \$ \_\_\_\_\_
- Employment Income Amount: \$ \_\_\_\_\_
- Unemployment Benefits Amount: \$ \_\_\_\_\_
- WIC Amount: \$ \_\_\_\_\_
- Child Support Amount: \$ \_\_\_\_\_
- Supplemental Security Income (SSI) Amount: \$ \_\_\_\_\_

- Disability Income (SSDI) Amount: \$ \_\_\_\_\_
- Social Security Amount: \$ \_\_\_\_\_
- Veterans Benefits Amount: \$ \_\_\_\_\_
- Medicare Amount: \$ \_\_\_\_\_
- Medicaid Amount: \$ \_\_\_\_\_

Do you own your own vehicle? \_\_\_\_\_

What is KBB value of vehicle? \_\_\_\_\_

**Total Monthly Income: \$**



**Education**

- High School Diploma/ GED: Yes \_\_\_\_\_ No \_\_\_\_\_  
If you answered no what is the highest grade completed \_\_\_\_\_
- College/ Tech: \_\_\_\_\_
- Educational Interest: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**My Personal Goal & Dream is to:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employment History (start with the most recent):**

**Employer Name:** \_\_\_\_\_  
Employed from: \_\_\_\_\_ to \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Job Description: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

**Employer Name:** \_\_\_\_\_  
Employed from: \_\_\_\_\_ to \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Job Description: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_

**Employer**  
**Name:** \_\_\_\_\_  
Employed from: \_\_\_\_\_ to \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Job Description: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

**Employer**  
**Name:** \_\_\_\_\_  
Employed from: \_\_\_\_\_ to \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Job Description: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
\_\_\_\_\_



**Do you have a history of the following?**

- Mental Illness
- Alcohol Abuse
- Drug Abuse
- Depression

**HEALTHCARE: *Prior to entrance the following labs must be complete Hep A, B,C, HIV, TB Skin, RPR***

Date of last Medical Exam: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

Have you been tested for any of the following?

What were the Results?

HIV \_\_\_\_\_

Neg\_\_ Pos\_\_

HepA \_\_\_\_\_

Neg\_\_ Pos\_\_

HepB \_\_\_\_\_

Neg\_\_ Pos\_\_

HepC \_\_\_\_\_

Neg\_\_ Pos\_\_

TB \_\_\_\_\_

Neg\_\_ Pos\_\_

RPR(syphillis) \_\_\_\_\_

Neg\_\_ Pos\_\_ If Pos what was it for \_\_\_\_\_

Recent Pap Y\_\_ or N\_\_ \_\_\_\_\_

Please describe any physical disabilities NBM would need to provide assistance for: \_\_\_\_\_

**We live in a rural area and take care of the house and grounds.** Are you able to perform:

- 1) Housekeeping chores (such as vacuuming, moping, laundry, dusting, cooking, cleaning, etc.) Yes\_\_ No\_\_
- 2) Yard/garden work (raking, hoeing, planting, weeding, etc.) Yes\_\_ No\_\_

If you are unable to perform any of the above, what is the reason?

3) Are you able to climb stairs? \_\_\_\_\_

4) Are you able to sleep on a top bunk? \_\_\_\_\_

Do you have Insurance? \_\_\_\_\_ If yes, who is the provider? \_\_\_\_\_

Do you have a primary physician? \_\_\_\_\_ Doctor's Name \_\_\_\_\_

Address and Phone Number: \_\_\_\_\_

**Please list all Medical Conditions (including Mental Health conditions and diagnosis) Treatments, and Current Medications that you are prescribed:** Please be aware that if you have or develop any medical condition lasting more than two weeks, you will need to look for another placement as NBM is not medical facility and is unable to provide convalescent or medical treatment on-site.

**Are you currently taking any medications?** Yes\_\_\_\_\_ No\_\_\_\_\_

If you answered yes please list each one and the reason for taking them. \_\_\_\_\_

**Medical Background Continued:**

**Have you ever applied for SSI or Disability? If so, when and why?**

Physical Disability

HIV/AIDS and related disease

Development Disability

Domestic Violence (as an adult)



**Legal History**

Are you currently on probation/parole? \_\_\_\_\_

If yes, for what charge? \_\_\_\_\_

Provide name and phone number for probation/parole officer(s): \_\_\_\_\_

Do you have current charges pending? \_\_\_\_\_? What are the charges? \_\_\_\_\_

Where were the charges obtained? \_\_\_\_\_

When is your next court date/dates? \_\_\_\_\_

What is the nature of your current and past charges? \_\_\_\_\_

DATE	PLACE OF ARREST	NATURE OF CHARGES	ARRESTS	OUTCOME	TIME SERVED

**Assess your level of need and willingness**

1. Are you a born again Christian? \_\_\_\_\_ If so, when did you have you experience? \_\_\_\_\_

*Born Again- asked for forgiveness, repent turning away from old life, walking in transformation by the renewing of your mind. A heart change following Jesus.*

- 
- If you are not we welcome all those who have a sincere desire to change.

2. Do you realize that you are coming into a *heavily* Penticostal Christian Oriented program? \_\_\_\_\_

3. Do you believe the bible to be the infallible and inspired word of God? \_\_\_\_\_

4. Do you want to change the way you are living? \_\_\_\_\_

5. Are you coming here because **YOU** want to or because you have to? \_\_\_\_\_

6. Are you committed to our 12-month discipleship ministry? \_\_\_\_\_

7. How you feel about participating in community living? \_\_\_\_\_

8. How do you feel about community living? \_\_\_\_\_

9. How do you see our ministry enabling you to become self-sufficient? \_\_\_\_\_

10. How do you feel about any necessary rules and restrictions as a resident? \_\_\_\_\_

11. Please express as completely and honestly as you can, why you would like to be a resident at New Beginnings Ministry and how you feel you could benefit from being involved in our ministry:

\_\_\_\_\_  
\_\_\_\_\_





## Agreement and contract for program and guidelines

New Beginnings ministry is a Christ Centered Ministry. There are requirements that must be met by each resident that wishes to enter and remain here at New Beginnings.

### The Ministry is as follows and includes but is not limited to.

#### *Please initial by each rule*

- \_\_\_\_\_ • 13 Church Services a week  
7am- 9am  
7pm- as late as 9pm (excluding most Fri evenings)  
Depending on the nature of the week we may be in church more than 13 times a week, and more than 3 hrs in the evening.
- \_\_\_\_\_ o Group counseling where a client will be asked and required to participate , share openly, and honestly in front of others
- \_\_\_\_\_ • Inner Healing using biblical applications
- \_\_\_\_\_ • Will not be able to act on ANY sexual tendencies, and displays of affection towards another client
  - \*Note passing
  - \*Touching
  - \*Hugging
  - \*Giving gifts of any kind
  - \*3<sup>rd</sup> party messages
  - \*You will guard yourself from isolation with the one that you are attracted to
- \_\_\_\_\_ • NBM is an abstinence based program, smoke free/ nicotine free, and caffeine free
- \_\_\_\_\_ • Tylenol and Advil are dispensed on a very limited bases. Medical condition will be accessed by the RN on duty.
- \_\_\_\_\_ • Every other weekend (but not limited) is work Saturday and each client will be assigned a specific detail.
- \_\_\_\_\_ • There are daily chores assigned to each resident that they are to be for.  
(Failure to do so will result in restriction)

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

---

**AGREEMENT NOT TO BE UNDER THE INFLUENCE OF ANY SUBSTANCE**

I, \_\_\_\_\_ understand that by entering New Beginnings Ministry that I am not under the influence of any mood or mind altering substances. NBM is not a Detox Center, but we are a rehabilitation program to address your addiction and the root of that addiction.

We believe that only true lasting recovery can and will only be accomplished through the power of the Holy Spirit and a willingness to surrender and completely abandon yourself over to a loving God.

If you are willing to allow God take you through your past and bring healing to your life you are in the right place. By signing below you are saying yes to a journey of redemption and healing. It is only by the Blood of Jesus Christ that we are saved.

**PLEASE SIGN BELOW INDICATING YOUR UNDERSTANDING OF THIS AGREEMENT:**

---

**APPLICANT'S SIGNATURE**

**DATE**



Please use this page for additional answers, questions,  
Comments or concerns.



**Comprehensive Program Outline- ASAM Level III.I**

<b>Monday</b>	7 am - 9 am	Mary Evans	Church service/ Gratism
	10 am -12 pm 1 pm – 3 pm	Dena Smolar Jerry Cox	Therapeutic Group Counseling Bible Study
	6:30 pm – 8 pm	Various ministers	Church service
<b>Tuesday</b>	7 am – 9 am	Lisa Gillespie(CAC-II, CCS) RN	Church service
	9am- 12 pm 10 am – 12 pm 1 pm – 3 pm	Lisa Gillespie/ Stephanie Nash Mary Evans & Available Staff Melissa Van Hall (CAC-I)	Intake Sociogram/ Regeneration/Inner Healing Pharmacology/ Trigger Identification
(Relapse Prev)	1pm- 3pm	Lisa Gillespie/ Stephanie Nash	Intake/ Orientation
	6:30 pm – 8 pm	Various Ministries	<b>EOW</b> Church Service
<b>Wednesday</b>	7 am - 9 am	Wendi Owens	Church service
	10 am -12 pm 1 pm – 3 pm	Sue Rathbun(Certified instructor) Melinda Whitton	Anger Management/Co-Dependency Processing Group
	5:15pm- 9:30pm 6:30 pm – 8 pm	Free Chapel Sherry Lewis	Church NBM Church Graduates & Mothers
<b>Thursday</b>	7 am - 9 am	Alyssa O’Lone	Church
	9am – 12 am 10 am -12 pm 1 pm – 3 pm 1pm- 3pm	Stephanie Nash/ Lisa Gillespie Sharon Thompson Stephanie Nash Stephanie Nash/ Lisa Gillespie	Intake Inner Healing/ Relapse Prevention Celebrate Recovery Intake
	6:30pm- 8pm 6:30pm – 8 pm	Various Ministers Sharon Thompson CACII,CCS/ Stephanie (Georgia certified Addiction Counselor)	Church Service After care Relapse Prevention (E.O.W) <b>Level 4 and up</b>
<b>Friday</b>	7 am - 9am	Melissa Van Hall	Church Service
	10am- 12 pm 1pm-- 3pm 1 pm – 3pm	Lisa Gillespie, (CAC-II, CCS) RN Stephanie Nash Lisa Gillespie (Certified in Nurturing Parenting Program)	Inner Healing/ Relapse Prevention Intro Parenting Classes <b>those who qualify</b>
<b>Saturday</b>	8 am -10 pm <b>1pm- 5pm</b> <b>5pm- 6pm</b>	Various Staff <b>Visitation/ Work Saturday</b> <b>Sharon Thompson, Lisa Gillespie, and</b> <b>Melissa Van Hall</b>	Church Service <b>Group Family Recovery -EOW</b>
	7:00 pm – 8 pm	Various ministers	Church service

**Sharon Thompson** Director/ Founder of NBM: She oversees all instructors of NBM.

Sharon holds her **CCS(Certified Clinical Supervisor of Georgia Addiction Association CACII (Georgia Certified Addiction Counselor)**

**Relapse Prevention** – Using secular teachings along with biblical principles to bring awareness to the clients. Each client will learn to apply accountability, identify triggers, and learn application of real life studies. Each client will learn the effects that the substances have had on their brain and why they are feeling the way they do in their body. By learning new coping skills they will be able to maintain a clean and sober living environment. Materials used from SAMHSA, The Big Book of Alcoholics Anonymous, Power Over Addiction, One Step with Jesus, and The Bible.

**Pharmacology-** Learning the withdrawals, side effects and recovery time from your drug of choice

**Power Over Addiction** – Learning about the effects that all substances have had on your brain, and body.



**Making Peace With Your Past** – Learning how to forgive yourself from your sins as Jesus paid the price so we will not have to walk in condemnation.

**Anger Management**– Dealing with Anger using the Bible to help us identify our areas that need submission to Jesus and learn how to walk in His love and not SIN in our anger.

**Co-Dependency** – This class addresses the person who has let another person’s behavior affect him/her, and who is obsessed with controlling that person’s behavior. The client learns to recognize this behavior and learns how to deal with it, whether the behavior is in them or their significant others.

**Six Elementary Teachings of Christ**- To guide people to learn how to build a biblically functioning community as being followers of Jesus Christ.

**Parenting Classes** – Family nurturing God’s way. **(Georgia Certified Instructor approved by DFCS)**

**Family Recovery Group**- Family Recovery is a class taught EOW on Saturday while families are visiting the women. This time serves as an opportunity to accelerate the reconciliation process of the woman and their loved ones in a safe Christian environment. Relationships are vital to a woman’s recovery, which makes healing and forgiveness imperative. As families participate in Family Recovery, they begin to recognize the underlying causes of addiction, so they can break the cycle for generations to come. New Beginnings Ministry provides a place to manifest healing and move forward in the rebuilding of family relationships.

**Introduction/Orientation**- Review of NB rules and guidelines.

**Sociogram**- Sociogram serves as an opportunity for the women to learn how to speak accountability to each other and also gives them a chance to have truth spoken into them from their sisters. The women come into the Sociogram once a week prepared to speak 3 positive things and 3 negative things they see in their sister. The women speak what they see in each other in front of the entire body and staff and do so with the intent to build each other up, in love. Once every woman has spoken their votes, staff then ministers to each woman individually.

**Inner Healing**- Inner Healing is intensely spiritual and includes lessons and exercises around Rejection, Grieving, Forgiveness, Judgements, and Vows. This class is also very challenging for our women while they develop a true, deeper relationship with the Holy Spirit and find one’s true self.

**Bible Study**- During Bible Study, the teacher will typically pick a topic from the Bible and share it with the class while asking questions and getting different opinions or thoughts on it. This serves as not only a chance to learn more about the Bible, but gives the women a chance to share their personal interpretations and meanings.

**Intake**- At time of entrance intake coordinator will go over initial orientation packet, rules, and daily schedule.

**Celebrate Recovery**- CR is a 12 step program that utilizes the 12 steps along with 12 biblical comparisons. This will enable each lady to admit that she is powerless over all of her addictions and life damaging behaviors. This is a journey unlike any other where you meet the Lord, yourself, and continue through healing.

**HIV/ Blood Borne Pathogen EDU**- 2 Hours of education will be taught to all clients once a month by Lisa Gillespie, RN.

**ASAM Level 3.1** - Clinically Managed Low-Intensity Residential Services, this adolescent and adult level of care typically provides a 24 hour living support and structure with available trained personnel, and offers at least 5 hours of clinical service a week. Level 3 encompasses residential services that are described as co-occurring capable, co-occurring enhanced, and complexity capable services, which are staffed by designated addiction treatment, mental health, and general medical personnel who provide a range of services in a 24-hour living support setting.



**A. MONTHLY INCOME AND EXPENSES**

**Gross Income per Month:**

1. Salary Father: \$ \_\_\_\_\_  
 Mother: \$ \_\_\_\_\_  
 Child Support: \$ \_\_\_\_\_  
 AFDC: \$ \_\_\_\_\_  
 Soc. Security: \$ \_\_\_\_\_  
 Other \_\_\_\_\_ \$ \_\_\_\_\_  
 Subtotal Gross Income \$ \_\_\_\_\_

Less:  
 2. Church \$ \_\_\_\_\_  
 3. Charitable Giving \$ \_\_\_\_\_  
 4. Taxes:  
     Federal \$ \_\_\_\_\_  
     State \$ \_\_\_\_\_  
     Soc. Security \$ \_\_\_\_\_  
     Medicare \$ \_\_\_\_\_

Net Spendable Income: \$

Avg. Monthly Expenses

5. Housing  
     Mortgage or Rent \$ \_\_\_\_\_  
     Insurance \$ \_\_\_\_\_  
     Property Taxes \$ \_\_\_\_\_  
     Electricity \$ \_\_\_\_\_  
     Gas \$ \_\_\_\_\_  
     Water \$ \_\_\_\_\_  
     Sanitation \$ \_\_\_\_\_  
     Telephone \$ \_\_\_\_\_  
     Maintenance \$ \_\_\_\_\_  
     Other \_\_\_\_\_ \$ \_\_\_\_\_  
     **Subtotal** \$ \_\_\_\_\_

6. Food \$ \_\_\_\_\_  
 7. Clothing \$ \_\_\_\_\_

**8. Automobile**

    Owner of Vehicle \_\_\_\_\_  
     Payments \$ \_\_\_\_\_  
     Insurance \$ \_\_\_\_\_  
     Gas \$ \_\_\_\_\_  
     License/Taxes \$ \_\_\_\_\_  
     Maintenance \$ \_\_\_\_\_  
     Other \_\_\_\_\_ \$ \_\_\_\_\_  
     Subtotal Auto \$ \_\_\_\_\_

Total Expenses (Items 5 – 15)  
\$

Avg. Monthly Expenses cont.

9. Insurance  
     \*Medical \$ \_\_\_\_\_  
     Life \$ \_\_\_\_\_  
     Other \$ \_\_\_\_\_  
     Subtotal Insurance \$ \_\_\_\_\_

10. Court Ordered Payments  
     Alimony \$ \_\_\_\_\_  
     Child Support \$ \_\_\_\_\_  
     Subtotal C.O. Payments \$ \_\_\_\_\_

11. Debts (*Only include Amounts not listed elsewhere on this form*)  
     Credit Card Payments \$ \_\_\_\_\_  
     Store Credit Debts \$ \_\_\_\_\_  
     Bank Loans \$ \_\_\_\_\_  
     Finance Company Payments \$ \_\_\_\_\_  
     Other \_\_\_\_\_ \$ \_\_\_\_\_  
     Other \_\_\_\_\_ \$ \_\_\_\_\_  
     Other \_\_\_\_\_ \$ \_\_\_\_\_  
     Other \_\_\_\_\_ \$ \_\_\_\_\_  
     Subtotal Debts \$ \_\_\_\_\_

12. Entertainment  
     Eating Out \$ \_\_\_\_\_  
     Babysitter \$ \_\_\_\_\_  
     Activities \$ \_\_\_\_\_  
     Trips \$ \_\_\_\_\_  
     Subtotal Entertainment \$ \_\_\_\_\_

13. Medical Expenses  
     Doctor \$ \_\_\_\_\_  
     Dentist \$ \_\_\_\_\_  
     Drugs \$ \_\_\_\_\_  
     Other \_\_\_\_\_ \$ \_\_\_\_\_  
     Subtotal Medical expenses \$ \_\_\_\_\_

14. Investments  
     IRA/401K deductions \$ \_\_\_\_\_  
     Subtotal Investments \$ \_\_\_\_\_  
     Subtotal Investments \$ \_\_\_\_\_

15. Miscellaneous \$ \_\_\_\_\_  
 (Beauty & Barber, Cosmetics Laundry, Cleaner, Other)



## New Beginnings Client Progression

**Remember your recovery is your responsibility, not ours!**

### **Level I**

Month 1-4  
Entrance till  
the end of the  
4<sup>th</sup> month

**In order to advance to Level II.** In the 1<sup>st</sup> 30 days you will focus on completion of orientation, life story, and 30 day goals. **CR Steps 1-4** must be **completed within the first 4 months** (must be in written form of what the step means to you, and how you are walking it out on a daily basis). You will need to have **6** family counseling's (with the same person) and 1 individual family counseling (with the person's that will be taking you on your 7 hr pass), and you **cannot have any official restrictions before advancing to next level.**

**PRIVILEGES:** After 1<sup>st</sup> 30 days you will be eligible to receive 4 hour visitation EOW, and 5 minute phone call on the Thursday before visitation. **Can begin working on community service after the 1<sup>st</sup> 60 days.** Client can begin looking for work after completion of L1.

**Caseworker discretion will be applied concerning privileges**

### **Level II**

Month 5-8  
Beginning of  
5<sup>th</sup> month till  
end of the 8<sup>th</sup>  
month

**In order to advance to Level III you must complete CR Steps 5-8** (must be in written form of what the step means to you, and how you are walking it out on a daily basis). An opportunity for job placement, and finishing up community service hours. You will have completed your entire treatment plan that you have personally set for the first 8 months. You will have to have 8 family counseling's (with the same persons), 2 individual family counseling's, and must have 5 successful 6 ¼ hour passes before advancing to Level III. **Can't have any official restrictions before advancing to next level.**

**Privileges:** 6 ¼ hr pass on visitation Sat from 10:00 a.m-4:45 p.m, and 5 minute phone call EOW on Thursday prior to visitation Saturday.

**Caseworker discretion will be applied concerning privileges**

### **Level III**

Months 9-11  
Beginning of  
10<sup>th</sup> month till  
the end of the  
11<sup>th</sup> month

**In order to advance to Level IV: Steps 9-12 of CR** must be **completed** (must be in written form of what the step means to you, and how you are walking it out on a daily basis). Continue to work on established goals. If you are going to be leaving at the 12 months, get paper work for your exit plan at 10<sup>th</sup> month and begin working on it. Exit plan will have to be approved by a staff member. **The exit plan is part of the curriculum.** **No exit plan NO certificate of completion.** **Can't have any official restrictions before advancing to next level.**

**Privileges:** Every other weekend pass on Visitation weekend. Can begin serving as an SLT at the beginnings of 10<sup>th</sup> month if she would desire to. Has the option to go to GED classes, and DUI school after 10 months.

**Caseworker discretion will be applied concerning privileges**

### **Level IV**

Beginnings of  
the 12<sup>th</sup> month  
until  
completion of  
program

**In Order to Graduate: You must complete all 12 steps of CR** and have them memorized. You have turned in exit plan **completed** and approved by staff. At least 1 additional 1-on-1 family counseling to review exit plan before date of completion in order to complete. Attend after-care every other Thursday. **Can't have any official restrictions before advancing to next level. No exit plan NO certificate of completion.** **Privileges:** Every weekend pass (if it doesn't interfere with job). At time of completion you can go home for a 1 week vacation to see if that is where you want to live., can have phone, car(if approved) along with having a valid License and proof of insurance. Monday, Friday, and Saturday evenings off from church.

**Caseworker discretion will be applied concerning privileges**

### **Level V**

Transition  
after  
Graduating  
program

**Working on long-term goals, or exit plan.** Maintain employment, and can attend college if desires to do so. Has to attend all Level V meetings. Can choose a house of worship off of the property if desires for Sun & Weds, plus Tuesday evening service on NBM property. Can have own transportation, or working towards obtaining a vehicle. Can have personal cell phone and live in graduate housing. All clients are subjected to random drug and nicotine screens

**Additional Privileges and Responsibilities see graduate rules attached**

**If you are on a mandate longer than our 12 month program then you will remain at Level III until you are 2 months from completing your mandate**

**Director discretion can apply**



### Ministry and Application Fees

**Application Fee: \$25.00**

**Ministry Fee: \$500.00- 1500.00 Sliding scale based**

(if there are children involved it will be an additional \$100.00 per child)

**Weekly Spending \$15.00 per wk** (additional \$5.00 per child)

**Medical Fee's: \$200.00** (if woman does not have insurance)

### Transportation Fees

Due to rising gas prices, we find it necessary to charge the following for Transportation:

Trips to Drs. (except for an emergency), Attorneys, and missed ride to work.

- 10.00 – Toccoa, Lavonia
- 15.00 – Hart, Royston, Habersham, Commerce
- 25.00 – Athens, Gainesville,
- 35.00- 40 + miles

Transportation to DFACS, Probation, or Public Defender will not be charged.

I, \_\_\_\_\_ agree to pay New Beginnings Ministry

\$ \_\_\_\_\_ for my transportation to \_\_\_\_\_  
(Destination)

in \_\_\_\_\_, to be paid Friday, \_\_\_\_\_.  
(City) (Date)

\_\_\_\_\_  
Witness



# New Beginnings Ministry

## What To Bring

1258 Greater Hope Road      Martin, GA 30557      newbeginningslife.net  
Off: 706-356-2113      Fax: 775-368-8260      SMILE: 706-356-2803  
Complete forms and mail or fax to the address and/or fax number above

**Please understand that your acceptance into the New Beginnings Ministry requires a 12 month minimum commitment.**

### What to bring to New Beginnings

- Moderate clothing (no tight clothes or anything that is revealing). See details below for quantity. If you do not have any we will help you attain some. **Shorts/Skirts must come 2 inches above the knee (no shorter), Must wear 2 tank tops never just 1, spaghetti strap tops are not considered as a tank top -EVER**
- Personal items – hair spray, shampoo, conditioner, soap, toothbrush, toothpaste, razors, lotion, laundry detergent, make-up, deodorant. **Please sure all items are alcohol-free.**
- Money for personal items (\$60), and first month's rent (\$500-1500- sliding scale). This money will be kept in the safe and allocated as necessary.
- Only store-bought Christian CD's allowed, not Christian entertainment. No other books or literature until client is in Level II. Non-Christian paraphernalia will be confiscated.
- Alarm clock with no radio; CD player with no radio. (Mandatory item) if you do not bring this item – you will be deducted \$5 from your weekly budget of 15.00 until you have enough to purchase one.
- Bring a drinking cup with lid and at least one roll toilet paper.
- Identification: Driver's license, birth certificate, Social Security card, marriage license if married.
- Health/Medical Information: If you do not have test results for Hep A, B, and C; HIV, TB, and STD's, you will need \$200 to have your physical which will include these tests.
- You will also need a doctor's release **in writing** for any mental health and pain meds you are on.
- Proof of income if you receive a check: Medicare, SSI, disability, etc.

### Inventory of Clothes and Items Allowed

This amount cannot be increased, but substitutions can be made while in Dorm I or II. Please initial each item.

- |   |       |
|---|-------|
| 1) Maximum 10 bottoms (slacks, jeans etc)   | _____ |
| 2) A dress (optional)   | _____ |
| 3) Maximum 15 shirts/blouses ( <b>5 of the 15 have to be work shirts</b> )  | _____ |
| 4) Maximum 5 T-Shirts or Tank tops ( <b>must wear 2 tank tops never just 1, cannot wear a spaghetti strap top as a tank top</b> ) | _____ |
| 5) Maximum 1 heavy coat   | _____ |
| 6) Maximum 1 light jacket ( <b>Work Jacket</b> )  | _____ |
| 7) Maximum 7 pair of socks  | _____ |
| 8) Maximum 10 pair underwear (no thongs)  | _____ |
| 9) Maximum 3 pair pajamas (modest)  | _____ |
| 10) 1 Bathrobe  | _____ |
| 11) Maximum 5 bras  | _____ |
| 12) Maximum 10 pair shoes   | _____ |

### Room Items

- |  |       |
|--|-------|
| 1) Maximum 3 family pictures framed  | _____ |
| 2) Maximum 1 stuffed animal  | _____ |
| 3) Maximum 1 set of twin sheets, 1 comforter, 2 blankets, 2 pillows, 2 bath towels, washcloths | _____ |
| 4) Hair dryer, straightener, curling iron and any other hair accessories.                      | _____ |

Family will stay until all has been counted and if more has been brought than allowed; your family will take it back with them. Anything you forgot will have to be gotten from the Thrift Store or on Wal-Mart night. Cost cannot exceed your \$15 weekly allowance. No one can mail it to u.



## RULES AND GUIDELINES

Please read over the following Rules and Guidelines and initial each item stating that you understand and are willing to comply with the New Beginnings Ministry's expectations

*Please understand that your acceptance into the New Beginnings Ministry requires a 12 month minimum commitment.*

### Medical Information

1. \_\_\_ Resident must submit to a drug test upon entrance. If anything shows up on the test, resident understands that entrance could be denied at the discretion of the Director.
2. \_\_\_ Resident will be required to provide us with medical documentation of Hepatitis A, B, and C, HIV, STDs, and TB test results before entrance will be possible or \$200 for medical plus a signed release form stating that if TB or HIV are positive Resident will be released from the ministry.
3. \_\_\_ Resident will be responsible for all medical and dental bills while in the ministry.
4. \_\_\_ Resident will not be allowed dentist visits for three months unless it is an absolute emergency such as an extraction. Resident must have money up front for care.
5. \_\_\_ Dr.'s appointments will be made only for extreme discomfort or sickness (flu, high blood pressure, unusual pain, etc.). If resident insists on a visit for any other reason, she will need to pay for transportation.
6. \_\_\_ If Resident takes any pain medication for any reason (prescribed by a physician or over the counter medication) the following may be implemented: Resident will go to bed for 24 hours; Resident will lose her next Wal-Mart.
7. \_\_\_ If Resident requests to lay down due to any sickness, ailment etc, Resident may be subject to losing a privilege such as Wal-Mart, Pass etc. This is at NB Staff Discretion.
8. \_\_\_ Before you ask for meds, you need to use alternative methods to eliminate your pain. This should be covered within your recovery goals. If you take meds you MAY lose your next Wal-Mart privilege. This is at the discretion of the NB

### Financial Information

9. \_\_\_ If Resident is discharged or leaves the ministry for any reason, she is charged 1 month's rent for the entire month. If there is money in her savings, it will be applied to her rent that is owed.
10. \_\_\_ Resident must give a 28 day notice, to the day she leaves, to either the Director or Assistant Director, or she will owe one month's rent.
11. \_\_\_ If reason for leaving involves an unforeseen hardship situation; this is taken into consideration by the Director.
12. \_\_\_ Resident has the opportunity to work off the property after Level I is completed. Even with the completion of the above, it is upon the Director's discretion to decide if resident is ready to leave the property and procure employment.- See Work related rules for details.
13. \_\_\_ The ministry will handle Resident's income. A savings envelope will be kept in the safe in her name with a ledger sheet showing income and outgo.
14. \_\_\_ Resident will be taught budgeting beginning with Tithe, \$15.00 a week for expenses, which include personal items, and her weekly room and board. If extra trips to the doctor are made (except for an emergency) or you miss your ride to work, you will be expected to pay extra for your transportation.
15. \_\_\_ Upon graduating or leaving the property, Resident's bill must be paid in full. If there is any money owed the ministry, it will be deducted from her savings.
16. \_\_\_ After ten (10) months in the ministry, Resident will be allowed to sign up for GED classes if needed. Resident will attend night classes after work unless family is willing to pay all expenses while she is in the ministry, then she will be allowed to attend day classes.
17. \_\_\_ While the resident resides in Dorm 1, Monies dispensed to them for weekly Walmart will be given to the Dorm 1 Mother when the resident is going to have the money for more than a few hours. Example: Visitation weekends the Dorm 1 Mother will be given Dorm 1 residents money in individual envelopes and it will be given to the residents on Saturday morning before going to Walmart.

### Contacts

18. \_\_\_\_ No contact with anyone unless approved by the Director or Asst. Director. No telephone calls except at appointed times. Resident will be allowed one five-minute call on Visitation weekend after she has been here for one month. No one is allowed incoming calls except in the case of an emergency.
19. \_\_\_\_ No contact with anyone except for an emergency. Family members will have a number where Resident can be reached in case of emergency.
20. \_\_\_\_ Once Resident begins work, she will not make contact with anyone on or off the job by telephone or any other method without the consent of the Director or Asst. Director.
21. \_\_\_\_ Resident will be transported to and from work by New Beginnings.

### Visitors

22. \_\_\_\_ We are a SMOKE FREE FACILITY, therefore, there will be no smoking on the property or in visitor vehicles at any time.
23. \_\_\_\_ After Resident has been here for one month, family members may attend open Church services on Sunday, Monday, and Tuesday evenings beginning at 6:30 pm. Visitors may arrive 15 minutes before Church begins and stay 15 minutes afterwards. Visitor must have already been to visit the resident at NB before attending church. This may be changed at the discretion of the director. Please check monthly calendar.
24. \_\_\_\_ All visitors must be willing to sign a consent form permitting a drug test that could be administered at any given time.
25. \_\_\_\_ No visitors are allowed on the property without prior approval of the Director. Family members and visitors are subject to random drug and alcohol tests. They will be asked to sign a consent form agreeing to this procedure when they visit Residents. If family member is on medication, they may be asked to bring their prescribed medication in the original container.
26. \_\_\_\_ The first four-hour visitation is earned on the first Saturday after the resident's first 30 days. This visitation will be with immediate family only, on the property on Saturday from 1:00 p.m. to 4:45 p.m. provided the resident has had no restrictions.
27. \_\_\_\_ All visits will be in Dorm II. Residents are not allowed to go to the visitor's auto when they leave.
28. \_\_\_\_ Non-family female friends may participate in visitation on the first Saturday after the anniversary of the Resident's **fourth** month in the ministry at the Director's discretion.
29. \_\_\_\_ Children of Residents are allowed to spend the night on Friday on the first pass weekend of the month after the Resident has been here for **one** month. This will be posted in advance. The children may arrive at 5:00 p.m. Friday and will depart by 4:45 p.m. on Saturday evening. No boys 13 years or older are allowed to spend the night (this is self explanatory. Any questions, please talk to Sharon).
30. \_\_\_\_ No phone calls are to be made to the Director (Sharon Thompson) after 9 pm unless there is a catastrophe (fire, accident, etc.) or a death in the family. Please be sure your family and immediate contacts are aware of this.
31. \_\_\_\_ Visitors are not allowed to visit with other residents or their visitors. If the resident or the visitors are observed doing this – the visitors may be asked to leave and the visit immediately ended and the resident may lose the next visit.

### Mail

32. \_\_\_\_ Incoming and outgoing mail will be read. Under no circumstances may Resident mail letters from other locations. Letter writing may occur on Resident's **free night only**. They must give NB staff in your dorm (transition homes must place letters on staff table in dorm 2) She may write family members and only female non-family members at the Director's discretion. If you are caught writing letters at any other time, you will lose your letter writing privileges.
33. \_\_\_\_ Resident may not write or receive mail from significant others to whom she is not married until she has been in the ministry for twelve months. She may only write them then if they have been attending church for four consecutive Sundays and are willing to consent to a drug test. If they are drug-tested and they don't pass, Resident will not have anything else to do with them while she is in the ministry. Common law marriage is not recognized in the state of Georgia.

### Appearance

34. \_\_\_\_ Moderate dress is required. No stomach, thighs or cleavage will be shown at any time. Shorts, skirts and dresses should be no more than two inches above the knee. Lady-like underwear is to be worn; no thongs.
35. \_\_\_\_ **Must wear 2 tank tops at all times (never just 1), Spaghetti strap tops are NOT considered as a tank top.**
36. \_\_\_\_ No 3" stiletto heels are to be worn with shorts, leggings, or short skirts.
37. \_\_\_\_ Nothing is to be borrowed from another resident unless approved by Staff in writing.
38. \_\_\_\_ The only piercings allowed with jewelry are 2 earrings per ear. No other piercings can have jewelry in them, i.e., tongue, nose, eyebrows, belly button rings, etc.
39. \_\_\_\_ No dark lipsticks or nail polish allowed (Gothic dark reds, maroon, black, browns). If there is a question, please get approval from the director.
40. \_\_\_\_ Upon entrance and while in the ministry, hair will not be dyed black or any other unnatural colors. If it is, you will be asked to dye it to a natural color. If there is a question, please ask staff.



41. \_\_\_\_ Upon entrance and during your length of stay at the ministry –until you graduate, no hair weaves or extensions will be allowed.
42. \_\_\_\_ No makeup will be worn for the first 30 days except on Sunday am and pm for church and Wednesday pm for church.
43. \_\_\_\_ No sunglasses are to be worn in the buildings or in the vans.
44. \_\_\_\_ No leggings, jeggings, spandex, as outerwear. They may be worn under pants to keep warm, or long shirts (2 inches above the knee).

### Chores

45. \_\_\_\_ Everyone will be assigned chores in their room and around the property when they enter the ministry. All chores will be done and checked each day by the Room Mothers and each day by Dorm Mothers.
46. \_\_\_\_ Resident's bed must be made and room cleaned first thing every morning and will be checked by Room Mother and Dorm mother randomly.
47. \_\_\_\_ Everyone will be assigned a wash day. Please wash only when scheduled unless you have permission from Dorm Mom. No washing is to begin before 6:00 a.m. and it must be completed 30 minutes after church. Do your own laundry only and use only cold water.
48. \_\_\_\_ Each Resident may be assigned Kitchen duty. Responsibility will be to prep, cook, and clean-up.
49. \_\_\_\_ We will all eat and fellowship together from 5:00 p.m. to 6:00 p.m. each night.

### In General

50. \_\_\_\_ If any information on Resident's application or interview is falsified or omitted, resident may be subject to immediate dismissal from the ministry.
51. \_\_\_\_ Prayer time with roommates occurs each night 30 minutes after church and then lights out.
52. \_\_\_\_ No visiting a graduate's home, unless Melissa Van Hall has given you permission, and the graduate is at home. If you do, you will face restriction.
53. \_\_\_\_ Residents are not allowed to enter the office without former authorization. You are never allowed to be in the office alone. You must knock before entering and a staff member must be present.
54. \_\_\_\_ Residents are required to attend Praise and Worship along with Prayer every morning at 7:00 a.m. There will also be required Bible Studies and meetings with NB staff member at any given time during the day. Church services are every night at 6:30 p.m., except for free night, at the discretion of the Director.
55. If you miss a church service you are required to attend, there will be no Wal-Mart that week.
56. \_\_\_\_ Respect one another **AT ALL TIMES**, particularly involving privacy and during quiet time. If you have a problem with any lady in the home, first go to the person and calmly explain your concern. If the matter is left unresolved, discuss the situation with your Dorm Mom or NB staff member. You can be dismissed for gossip. *Gossip - 1 a person who habitually reveals personal or sensational facts about others 2 a: rumor or report of an intimate nature b: a chatty talk c: the subject matter of gossip.* See House Rule #6.
57. \_\_\_\_ Upon your departure from New Beginnings, personal belongings must be removed. New Beginnings will not be held responsible for any items left after you physically leave the property.
58. \_\_\_\_ **NO DRUGS, CIGARETTES, OR ALCOHOL ON OR OFF THE PROPERTY WILL BE TOLERATED.** There will be random drug/alcohol/nicotine testing
59. \_\_\_\_ **ABSOLUTELY NO FOUL LANGUAGE WILL BE TOLERATED AT ANY TIME, ANY PLACE.** \_\_\_\_ Residents are not allowed to have cell phones at ANY TIME.
60. \_\_\_\_ No copied CD's from home, friends, etc. are allowed unless they are burned by the ministry staff. Only store bought recorded Christian CD's will be acceptable after staff approval
61. \_\_\_\_ No witchcraft/satanic/demonic conversations are to take place with any of the residents. Speak only to Staff concerning these matters if you have a question or concern.
62. \_\_\_\_ The practice of demonic activity (Ouija boards, tarot cards, etc.) will result in confiscation of all items connected with it and destroyed. This *IS* grounds for dismissal.
63. \_\_\_\_ No sharing any items between residents of *ANY KIND*. See staff for any need you may have.
64. \_\_\_\_ Residents are not allowed, at any time of day or night, to go across the street to the Director's home or the Assistant Director's home without prior permission from staff member on duty. Remember the chain of command for problems: Room Mom, dorm Mom, Staff member in charge, Front Office, Assistant Director, Director. There will be consequences if this is not followed.
65. \_\_\_\_ No alarm clock with a radio, no CD player with a radio, no radio of any kind. If you are in a Transition House, all residents living in that house must have graduate status in order to have a radio.
66. \_\_\_\_ No passing notes or communicating with other residents by writing of any kind. As of 10/13/16
67. \_\_\_\_ No allowing residents to borrow your notebooks, or any other books without prior permission from NB staff.
68. \_\_\_\_ Residents may not give nor receive any ITEM to another resident or family members; i.e. clothing shoes, make-up, curling iron. Jewelry etc without written permission from NB staff member
69. NO ironing is permitted in any of the dorm rooms. If you'd like to iron an article of clothing please be sure to do so in the designated laundry room.

## Personal

1. \_\_\_\_ Everyone is to have their beds made, rooms cleaned, and be showered and/or dressed by **6:20 am**. (Residents who work have first priority for the shower.) Make sure your room is ready for inspection by **6:25 am**. **BRING DOWN ALL ITEMS YOU WILL NEED FOR THE DAY!** You will not be allowed to go back upstairs.
2. \_\_\_\_ The only exception to rule #1 is if we are working in the yards. On these days you may take your showers afterwards.
3. \_\_\_\_ Showers **MUST** be taken and your clothes changed *daily*.
4. \_\_\_\_ If you have a roommate who works, you need to get with her in advance and make arrangements as to how you will share the area.
5. \_\_\_\_ You must speak English at all times. No foreign languages are allowed at any time. If family member does not speak English, you need to speak with one of the Directors about this.
6. \_\_\_\_ If you have a problem with another resident or staff member, first go to that person and try to resolve the issue. If it cannot be resolved, remember the chain of command: 1<sup>st</sup> Room Mom (only if it involves someone in your room); 2<sup>nd</sup> Dorm Mom/NB staff Member; and 3rd Asst. Director/Director.  
*Gossip - 1 a person who habitually reveals personal or sensational facts about others 2 a: rumor or report of an intimate nature b: a chatty talk c: the subject matter of gossip. Refer to #51 in Rules & Guidelines.*
7. \_\_\_\_ No one is to go into anyone else's room. If you are caught in someone else's room, you are subject to dismissal from the ministry. All conversations are to take place in the Dining Hall before you go upstairs.
8. \_\_\_\_ Residents are not allowed to be in the bathroom while another resident is already in there- no exceptions. This applies to all homes on NB property except DORM 2 since DORM 2's bathroom is a community bathroom for the entire dorm.
9. \_\_\_\_ No resident or graduate is allowed to go to any Dorm or Trailer other than the one she lives in without permission.
10. \_\_\_\_ Do not touch thermostats, **EVER!**
11. \_\_\_\_ No tacks, nails, tape, or any adhesive to be used on walls to hang anything, **EVER!**
12. \_\_\_\_ When you ride in any of the vehicles, it is your responsibility to remove everything you put in that vehicle.
13. \_\_\_\_ If you want to get someone's attention, wait until you get near them. **DO NOT** yell across the yard. Some of us do not appreciate being yelled at for any reason.
14. \_\_\_\_ There is no sleeping allowed except from 30 min. after church until 6:00 a.m. If you are caught sleeping during the day, you will be disciplined.
15. \_\_\_\_ There is no getting up until 4:30 AM and no talking until 5:30 AM. (Applies to working residents only)
16. \_\_\_\_ Dorm I & II residents are not allowed to keep their razors. After use, return it to your Dorm Mom. Razors will be handed out on Wednesdays and Saturdays 30 min. earlier in the am.
17. \_\_\_\_ Nail painting, hair coloring, letter writing, etc. can only be done on Friday night during free time. TV only to be watched Friday night from 6 – 10 pm and on Visitation Saturday from 1 – 5 pm.
18. \_\_\_\_ There will be absolutely no hair cutting in dorms by anyone, either staff or residents. This effective immediately. There will be no scissors given to anyone for any excuse, only those approved by dorm mother.
19. No changing bed assignments before getting dorm mother's approval (you cannot go from top bunk to bottom bunk etc)

## Church

20. \_\_\_\_ You are to arrive at all Church functions 5 minutes early.
21. \_\_\_\_ Praise, Worship, and Prayer occur every morning at 7:00 a.m. except for Saturday and Sunday when it is subject to change. **This is mandatory.** Be in the church by 6:30 am. **DO NOT BE LATE!** If you are, you will have to be in church at 6:15 am the next morning.
22. \_\_\_\_ No one is allowed to touch the computer in the church without permission from staff. You will be restricted.
23. \_\_\_\_ Please take care of personal needs (such as the bathroom) before services and Bible Studies. Walking back and forth is distracting to others who are worshipping and it disturbs the Holy Spirit as He works in hearts. (If you must go to the bathroom, get permission from a staff member.)
24. \_\_\_\_ **NO TALKING ONCE YOU ENTER CHURCH!** Please do this before or after service. If you are caught talking you will lose 1 month visitation- effective 8/28/2013



25. \_\_\_\_\_ When you first come here, sit on the first row in the middle section until new clients come in and there are no seats available; then you can move to the second row until no seats are available; then to the third row until no seats are available and so on.
26. \_\_\_\_\_ No clients should be in the 6<sup>th</sup> row ever
27. \_\_\_\_\_ No bags, gum, candy, water or food of any kind in the church.
28. \_\_\_\_\_ Nothing is to be in your Bible: i.e. pictures, notes, phone numbers, etc.
29. \_\_\_\_\_ No hat or hoods are to be worn in any of the buildings.
30. \_\_\_\_\_ Be prepared to worship: no talking or writing.
31. \_\_\_\_\_ No playing with one another's other's hair or leaning on each other's shoulders.
32. \_\_\_\_\_ Be sure to take everything with you when you leave the church and chairs are where they belong.
33. \_\_\_\_\_ Sit up in your seat and keep your feet on the floor.
34. \_\_\_\_\_ Clients can NOT sit with graduates in church.
35. \_\_\_\_\_ Graduates are to sit in the sixth row or back further behind the clients or in the side wings
36. \_\_\_\_\_ Visitors are not allowed to walk residents past the doors at Free Chapel. No talking with visitors once music starts at church.
37. \_\_\_\_\_ Journaling can be done 15 minutes before service begins. *No* journaling during service.
38. \_\_\_\_\_ *Everything* that is given to you by your family needs to be checked by staff before you can receive it.

### **Classes/Counseling**

39. \_\_\_\_\_ Do not approach staff table during meal times while staff is eating. Submit everything in writing.
40. \_\_\_\_\_ Everyone is assigned a personal NB staff member. Please address all issues, all questions, concerns and problems with them by written request.

### **Mealtime**

41. \_\_\_\_\_ If you live in a Transition House, you must get with staff member.
42. \_\_\_\_\_ When you finish eating, you are to remove your own glass from the table and clean the area.
43. \_\_\_\_\_ Always clean things up if you spill something. Practice showing respect for others. No one wants to live in a pigsty.
44. \_\_\_\_\_ Water is allowed upstairs in the bedrooms of the Dorms
45. \_\_\_\_\_ Everyone will eat whatever is prepared for supper each night. No one is allowed in the kitchen area during supper.
46. \_\_\_\_\_ Only kitchen staff and assigned residents are allowed in kitchen during meal prep times at Dorm 2.

### **Laundry**

47. \_\_\_\_\_ Everyone is scheduled a wash day. You are only allowed to wash on your scheduled day.
48. \_\_\_\_\_ Use of hot or warm water is prohibited and if you do so, you will lose washing privileges for one week.
49. \_\_\_\_\_ There is to be no washing or drying after 9:15p.m.
50. \_\_\_\_\_ No one is allowed upstairs before 4:00pm for any reason, not even to do laundry. All laundry as well as other items needed for the day are to be brought downstairs in the morning by 6:30am. Please place laundry baskets and detergent in the laundry room before am church service.

### **Chores**

51. \_\_\_\_\_ Everyone is assigned a chore. Chores are to be properly handled so that they remain done at all times. If your chore is the refrigerators, you should keep it clean inside and out and rotate contents. Chores are randomly checked. This means that your chore could be checked at any given time.
52. \_\_\_\_\_ If your chore isn't done properly, you will be restricted on an individual basis.
53. \_\_\_\_\_ Chores must be done every day including the weekends and on Sundays.
54. \_\_\_\_\_ Chore time is from 3:30pm to 4:00pm Monday – Saturday. Chores must be worked on this entire time.. You are not allowed to sit down, chat, eat, go upstairs, roam the property, run, or just stand around during this time. It is designated chore time and that is to take place at this time. On Friday afternoons make sure your chore is done and done properly before you jump in the money line.



## SHOPPING RULES

1.  Stay with partner at all times
2.  No purse
3.  Do not talk or wave to anyone (if you see family or old friends, tell a staff member immediately)
4.  Return to the van at appointed time.
5.  Merchandise/Receipts must be presented to staff along with any unspent money you may have. All must add up. If you work a job you can keep \$5 on you; if you don't you can keep less than \$1 on you.
6.  All items must be in original bags.
7.  Only \$5 will be given if you are on restriction unless changed by the Director.
8.  If extra money was given, it must be accounted for what you said was needed to be bought.

## OFF PROPERTY CHURCH RULES

1.  Stay with and sit with group
2.  Do not talk or wave to anyone. If you see family or old friends, tell a staff member immediately. Family can come to visit you at off property church after 30 days.
3.  Family has to be at Free Chapel by 8:30 am on Sunday and 6:30 on Wednesday.
4.  Visitors are not allowed to walk residents past the doors at Free Chapel. No talking with visitors once music starts at church.
5.  You cannot go into the Bookstore. You are allowed only if you are a graduate or on pass.
6.  You cannot go to the bathroom during service!!!

## ITEMS/GIFTS FROM FAMILY

1.  Residents will no longer be able to receive items from family by mail or at visitation. This is an attempt to teach residents financial responsibility and decrease amount of items stored in their rooms. We have limited space and some of our residents have enormous amounts of food brought in by their family.
2.  Residents will no longer be able to receive any articles of clothing from family even when they have outgrown what they have. We have a thrift store and they can be responsible to get items from there as they are needed.
3.  We will make an exception at birthdays and Christmas. They will be allowed to receive one small box not to exceed \$25 in value.
4.  We will also make an exception regarding resident meds with staff approval.
5.  We will still allow families to bring food for residents and family during visitation, but no food will be allowed to remain unless there is enough for 60 other people.
6.  Residents will not be allowed to bring anything back from pass valued greater than \$15 and must have receipts.  
If you have any questions, please contact the office at 706-356-2113 during our regular office hours 8am-4pm.

We thank you for your cooperation in this matter.

**Failure to abide by these rules will result in consequences, including, but not limited to the following:**

**2 weeks Restriction from House Privileges**

**Time in Prayer**

**Extra Chores**

**Loss of Pass/Visitation**

**Removal from job**

**Assignment involving Biblical Scriptures**

**Loss of letter writing and receiving**

**Restriction of phone calls/Wal-Mart**

**Public apology**

**Dismissal from NB ministry**

**Entrance date changed to day 1**