

# HOUSE OF TIMOTHY

Resident Handbook 2017

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Expectations, Guidelines, and Rules of the  
House of Timothy Program



## **PROGRAM MODEL**

As a Christian regeneration program for young men between the ages of 18 and 25, House of Timothy desires to work with each young man entrusted to us by:

- Encouraging them in their spiritual, emotional, mental, social and physical growth.
- Providing opportunities for them to become assets rather than liabilities--givers rather than takers.
- Instilling a profound yet enthusiastic work ethic to the glory of God.

## **SPIRITUAL**

Biblical truths are not only verbally shared but they are also exemplified by application to circumstances and challenges of everyday life. Scripture in addition to pragmatic working solutions are applied to help solve problems that are to be surmounted.

## **EMOTIONAL**

When a young man has confidence in who he is in Jesus Christ, there will be an eagerness to be more concerned for himself as well as his fellowman. His attitude and decisions will begin to reflect that he is in control of his emotions and decisions which will help him begin to accept responsibility for his actions and assume command of his life's destiny, steered about as the rudder of his action and genuine faith confession dictate.

We implement Biblical principles into all areas of our program and take a Christ-like approach in how we mentor, correct, guide, and direct as members work through forgiveness with the goal of restoration and reconciliation.

The House of Timothy family atmosphere provides a setting where our young men are loved. The staff serves as role models that are to be emulated, taking on full Biblical discipleship, allowing the young men to observe firsthand how a family works together. Through recovery group, art therapy, as well as activities designed to encourage their emotional healing and growth, our young men discover ways to overcome past habits and work toward new beginnings.

By holding them accountable for the choices that they make and guiding them towards better choices--but most importantly imparting the capacity for better decision-making skills, the boys learn that there are natural consequences for poor decisions, but likewise rewards for conforming to scripture and excellent reasoning and plan implementation.

Consequences are imposed clearly so participants are made imminently aware of precisely what went wrong and how, allowing for what went right and how scenarios to supplant the former. Poor choices made in addition to potentially the lack of strong decision-making skills may have led a group of young men to the House of Timothy, God willing; our young men will not leave in such condition.

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## **MENTAL**

The House of Timothy on-campus school offers formal classes and individual tutoring, vocational training, field trips, multimedia presentations, and guest speakers. Residents learn how to operate personal computers, prepare resumes, fill out job applications, and interview for jobs. Prepared for the contemporary world of business, success is near assured. The House of Timothy equips its residents to meet the demands of the world by teaching them how to develop a budget, open and manage checking and savings accounts, purchase a car and house, complete an income tax form, buy insurance, and obtain a general level of financial savviness.

Our outdoor activities, seeks to broaden experiences and give a picture of a family through trips and adventures to the beaches, tubing, paddling, and camping, to name a few activities. These outings enable gains in confidence and make special memories, all while permitting applicants to both see and achieve new heights mentally.

## **SOCIAL**

Christian counselors are available to assist House of Timothy family members in order that they may mature emotionally and better understand themselves and others. Instruction is given in etiquette, as well as respect for individual rights and property, and the Biblical foundation for a civil society. Social emphasis is placed on alcohol and drug awareness, moral issues, and life-coping/conquering skills.

## **Program Information and Expectations**

The purpose of this document is for familiarizing you with House of Timothy's program. We try as best we can to help you understand what you are committing to for your healing and change. It is not exhaustive of the "*Resident Handbook*" which the resident must utilize and comply with while in the program. You will be given the Resident Handbook and other documents upon your acceptance and entering of the program.

### **Introduction:**

House of Timothy is a 501 (c)(3) non-profit Christ-centered residential regeneration program helping young adult men between the ages, 18-25 who struggle with physical, sexual, psychological, spiritual trauma, alcohol and drug addiction, pornography and sexual addiction. This 12 month program consists of a rigorous work schedule, class work, group and individual counseling, medication (if needed), administration and implementation of spiritual practices.

House of Timothy works actively and intentionally to provide an environment that fosters spiritual formation in the lives of all its participants both staff and residents. Through research and spiritual growth we have developed a holistic approach that incorporates mind, body, spirit, and community. Spiritual formation is the core of our healing process focusing on the growth and development of disciples of Jesus on a daily basis.

We have seen the Spirit of God work in amazing and effective ways through this process in the lives of residents and staff.

### **The Program:**

House of Timothy program is a strict, no-nonsense community where your recovery must be more important to you than it is to us! Residents are expected to work the program and exhibit a desire to change. We are best suited to help those struggling with early adulthood transition. Candidates not at a point where they will surrender to the process need not apply. The staff genuinely cares about you and will not tolerate anyone sabotaging your recovery – even you!

House of Timothy is a smoke-free, alcohol-free, and drug-free environment. Appropriate medical prescriptions are allowed. Applicants may be wards of the state or mandated by the courts. Because we accept no state or federal monies,

and accept only young adult men, ages 18-25, House of Timothy reserves the right to accept or deny anyone.

A week at House of Timothy consists of a balance between individual and group therapy, small group class time, worship, and physical labor.

**Cost:**

**Resident Housing Fee: \$700 per month**

Residents will need to have a sponsor who will be the contact person throughout the residents stay. (See the "Sponsor Commitment Form" for more information)

A \$25 one time uniform fee is required along with the initial \$700 deposit during the intake process.

**Admission:**

You must complete the "Resident Application" and mail, fax or email it to House of Timothy. After 7-10 days, call us inquiring about the status of the application and to schedule an interview.

Also during this time an interview date will be set up with the applicant. In person interviews are preferred, however if distance is a problem, we will interview you over the phone.

After the interview, the applicant is instructed to call back in 1-2 days to see if he was accepted. If accepted and at the applicant's request, he will be placed on a waiting list and asked to call in once a week to check in.

Finally, when we have an opening, the applicant will be notified of an intake date.

## **Expectations:**

The following information and expectations is to help you understand the commitment you are about to make. More detailed *resident guidelines* will be provided at entry to the program.

### **What you can expect:**

- ❖ An environment which allows you to focus on healing in a relationship with God.
- ❖ To be taken seriously as a person created in the image of God. Sincere, honest questions will receive a like response.
- ❖ Genuine love and care. God has given us a love for those who are struggling with issues and problems such as yours.
- ❖ Discipline and guidance.

### **What is expected of you?**

- ❖ Sincerity: You must have a sincere desire to change in character and conduct.
- ❖ Honesty: Mutual trust is important. Complete honesty and openness is the goal as you begin to trust the process at House of Timothy and the people placed in your life to help you.
- ❖ Humility: The proud person will struggle with the authority and structure of House of Timothy – ultimately you will not finish the program if humility is not learned. A lack of humility prevents teachability.
- ❖ Obedience: We do not ask for mindless obedience; however compliance to the guidelines and the authority structure is essential for us to help you.
- ❖ Commitment: You must arrive with the goal of completing the first 21 days of Induction. At the end of that time, you will be asked to commit to the 12 month program if we believe you are ready and we are able to help. Remaining in the program requires a continued commitment to the program, personal change in character and conduct, and a willingness to continue on the path of healing identified by the staff.
- ❖ Diligence: You must demonstrate a willingness and growing ability to follow the rules and satisfactorily complete homework, journaling, and work duties with a positive and teachable attitude.

## **For Your Consideration:**

Some people may find that this is a difficult program – and it is. This is intended! Understand that you will...

- ❖ Be supervised and accountable to the staff. Some might be younger and less experienced in some ways than you.
- ❖ Living arrangements are in a twin size bed setting – privacy and personal space is limited.
- ❖ The schedule is structured and free time is limited.
- ❖ This is a work program! You will be required to work to provide for yourself and others.
- ❖ This is a religious program, Explicitly Christian. (See our “Statement of Faith”) Expect your thoughts and beliefs to be challenged. Expect that you *will* be changed in the process! (We believe for the better.)
- ❖ Your words and behavior will be scrutinized and challenged if it does not exhibit the character and conduct of a follower of Christ.

## Boundaries and Discipline

### **Behavior not tolerated:**

- ❖ Smoking, chewing tobacco, abuse of substances or drugs.
- ❖ Talking boastfully of your past sin: sexually explicit or suggestive talk; vulgar language; complaining or unconstructive criticism; sarcasm, taunting, ridicule, and joking at the expense of others, gossip, abusive language
- ❖ Stealing from the ministry or any other person.
- ❖ Destroying of ministry or another’s property.
- ❖ Violent or hateful talk or behavior (fighting, intimidation, or threats)
- ❖ An argumentative attitude or behavior.
- ❖ Antagonistic behavior towards others.

*Music:* Only certain types of approved music are allowed to be played in our rooms. Generally, music that is understandable, positive and uplifting in nature is considered. All music is approved by the staff for use during the program and residents may not bring, buy or suggest music for approval and use until they attain Phase III status.

*Reading material:* All reading material is approved for use by staff. Generally, material that does not affirm or glorify sinful behavior, negative thoughts and attitudes, the occult, other religions, or new age thinking, is allowed.

*Religious:* Promoting other religions by any means is **NOT** allowed.

*Personal contact:* Inappropriate physical contact between people of the same or opposite sex is not allowed.

*Relationships:* Developing romantic relationships with any other resident or staff person is not allowed. Friendships with the same gender are encouraged. Limited casual relating with the opposite sex is monitored.

**Dress code and appearance:** *(more detailed information will be given on the Resident Need List)*

- ❖ Clothing or jewelry that identifies with your unhealthy past or sinful lifestyle is restricted. You will be asked to wear cloths to properly and modestly cover your body.
- ❖ Piercing or body art is restricted: You cannot have any exposed piercing.
- ❖ Personal hygiene: cleanliness and neatness is required.
- ❖ It is expected that you will be diligent and responsible in fulfilling the program requirements as to class assignments, journaling, reading, Bible study, and church services, etc.
- ❖ It is required that you be on-time to all activities that make up the daily schedule.
- ❖ You **MUST** get an haircut before your intake day.

### **Discipline and correction:**

Consequences to improper attitudes or behavior are given as a result of violating the guidelines, will be given in the form of additional work, homework, or revoking of privileges.

Circumstances that might lead to a resident leaving the program:

You will be asked to leave if....

- ❖ Medical issues arise and become a serious obstacle to normal participation in the program.
- ❖ Your emotional, psychological, or spiritual needs turn out to be beyond the ability or existing expertise of the program or staff.



- ❖ There are significant omissions or falsifications of information on your application or in the interview process.
- ❖ Attempting to smuggle in or use tobacco, drugs, pornography, weapons, or anything else deemed to be a threat to yourself or others into the community.
- ❖ Violence, or treats of violence, taunting to provoke violence, or creation of an atmosphere or intimidation is engaged.
- ❖ A pattern of inappropriate relating with members of the same or opposite sex or pursuing a romantic relationships with another resident or staff person.
- ❖ A pattern of lying and deception
- ❖ A pattern of abusive language
- ❖ An influence on others that is destructive or demoralizing
- ❖ Being caught (without a staff member present) outside of the resident dormitories after lights out or before wake up in the morning.
- ❖ Walking off the property without permission.

Reentry to the program may be possible in some cases. This will depend on the reason for dismissal and the dismissed resident's attitude, thinking, and behavior.

### **Outside Contact:**

Contact with the outside world is very limited while you are in the program. Any off campus activity is "covered" by a staff person or a person that the ministry can trust.

- ❖ *Phone calls* are limited to "safe" people and for a certain amount of time based on the base of the program you are in. Calls will be monitored.
- ❖ *Mail* is limited to safe and supportive people.
- ❖ *Romantic* relationships outside of marriage are asked to be terminated while you are in the program
- ❖ *Visits* are limited during your time in the program (see visit documentation for details). Generally, visits with trustworthy people or staff are granted depending on the base of the program.

**Miscellaneous:**

- ❖ All belongings and the attire you arrive in will be searched upon arrival. We reserve the right to search you or your belongings at anytime and upon departure.
- ❖ You may not have your personal car or any other mode of transportation on the property.
- ❖ Personal electronic devices of any kind are not allowed. (Special needs or circumstances must be approved prior to your arrival.)

## **Do's & Don'ts of House of Timothy**

**PROGRAM WORK REQUIREMENTS:** A significant part of each resident's experience at House of Timothy is contributing to our life together in a practical and meaningful way. To be accepted into the program, you must be willing and able to do the various work assignments that are a part of our schedule.

Appropriate training is given for each job. Out of shape workers are expected to fully participate to the best of their ability, improving their physical conditioning on the job. The typical tasks are listed below. You will work approximately 5 hours per week work outdoors in all weather conditions, year round.

### **What Residents Can Bring**

#### **You must bring....**

- Government Issue Photo ID: (Driver's License, State ID, Passport, etc.)
- Clothes to work in: You'll want clothes that are in relatively good condition and comfortable but that you don't mind getting dirty. Rain gear (jacket and pants) is required.
- Clothes for leisure time: Shorts, jeans, sweat suits and T-shirts are okay. Your clothes should be modest (loose fitting) and in good taste. Do not bring clothing items with logos or messages that promote anything to do with alcohol, drugs, sex, secular music or violence.
- Clothes for recreation: Swimsuits that is modest. You'll also need clothes to play sports in, including tennis shoes.
- Clothes for church: Dress pants and a shirt with a collar for the men. Shoes that are in good condition.
- Toiletries: The usual things--shampoo, toothpaste and toothbrush, deodorant, comb or brush, shaving cream, electric razors only, soap and a soap case. Bring at least one month's supply. (No aerosol sprays; example: Axe Body Spray)
- Educational supplies: You'll need study supplies, including a three-ring binder with loose leaf paper, pens and pencils, three spiral-bound notebooks, and a NKJV Bible.
- Miscellaneous: A watch; stationary and envelopes if you plan to send letters; a calling card, if you plan to make phone call out of state
- Prescription medication: bring at least a 30-day supply. Bring your social security card and insurance information if you have either
- Finances (see Sponsor Form).

### **You have the option of bringing...**

CDs of Christian, classical or mellow instrumental music. All music is subject to the approval of the House of Timothy staff once you are on site. No burned CD's of copyrighted material. The numbers of CD's are limited to 12 upon arrival.

- Subject to staff approval, you may have up to five books at a time but be aware that we have strict standards concerning authorship and subject content. (Non-Christian magazines are not permitted.
- Beverages: tea, instant coffee and sugar-free hot cocoa or juice mix. All coffee must be decaf.
- Craft projects and sporting equipment (baseball and glove, Frisbee, etc.)
- Musical instruments: acoustic guitar, other musical instruments may be approved please ask before coming.
- Alarm clock (not a clock radio); rubber boots; laundry; small clip-on reading light.

### **You cannot bring...**

- Radios, computer games, TV's, tape/CD players, bicycles or any appliances
- Lighters, matches, straight razors, knives or weapons of any kind.

Remember...space is limited so only bring things you need and will use. If you're not sure if you would be allowed to have a particular item here, call us for approval.

You may be asked to ship items back home if you come with too much. You can also have things sent to you here once you arrive. If you are in need of clothing, we have a large stock of donated clothing available to you.

### **PHASE I**

KNOW – LIFE QUESTIONS, on this Phase we focus on you knowing Christ, and building a relationship with Christ Jesus.

### **PHASE II**

GROW – LIFE FOUNDATIONS, on this Phase residents will focus on growing from what was taught, learning how to stand on the foundations, and principles of Christ Jesus.

### **PHASE III**

SERVE – LIFE PERSPECTIVE, on this Phase residents will learn how to apply their knowledge, and personal growth experience by serving others through community involvement, leading devotions, and other activities that will allow for servitude to others.

### **HOME PHASE**

SHARE – On this Phase you can begin to share what you have learned in the area of discipleship and character building, and what practical knowledge you have learned to sharpen yourself to deal with real life experiences.

# THE PHASES OF HOUSE OF TIMOTHY

## ORIENTATION

### OBJECTIVE:

For the resident to adjust and comply with the program rules and submit to authority.

GOALS: (All goals must be accomplished before advancing to the Phase I)

1. Obeying Authority = Quickly carrying out directions of those who are in authority. Doing what you are asked the first time without arguing with staff.
2. Respecting Authority = Respecting those in leadership and following instructions of all staff.
3. Taking Responsibility = Knowing and doing what is expected of you.
4. Eliminating all cursing and secular language and music. (ZERO TOLERANCE)
5. Learning the rules and policies of House of Timothy.

### PRIVILEGES:

1. Phone call: none
2. Birthday: celebrates on campus, 1- hour campus visitation with approved relatives and friends.
3. Mail: No incoming or outgoing mail permitted until Phase I.
4. Visitation: After being in compliance with all House of Timothy rules, and completing your first 21 days, residents are allowed to have visitations on Sundays from 3:00 PM to 5:00 PM.

UNIFORM: Must wear fitted blue jeans, and a black t-shirt.

**ALL PHASE PASSES ARE STRICTLY DETERMINED BY HOUSE BEHAVIOR AND PARTICIPATION DURING PASTORAL SESSIONS.**

# PHASE I

## OBJECTIVE:

During Phase I, you are expected to know and obey the rules of House of Timothy. You are expected to learn to submit to authority and to begin thinking more about your relationship with God. Phase I residents will not be disrespectful or argumentative with authority.

GOALS: (All goals must be accomplished and lived out in a consistent manner before advancing to Phase II)

1. Truthfulness = Accurately reporting past facts. When asked: telling the truth and speaking the truth, showing respect through honest communication.
2. Orderliness = Arranging yourself and personal area, showing appropriate behavior on and off campus.
3. Punctuality = Showing respect for others and yourself by always being on time.
4. Thoroughness = Doing things right the FIRST time.
5. Consistent Devotional Time = Spending quiet time with the Lord on a regular basis.
6. Gratitude = Having an attitude of thanksgiving.
7. Honor = Having an attitude of preferring others over self.

UNIFORM: Must wear fitted blue jeans, and a black t-shirt.

## PRIVILEGES:

1. Phone call: 1 outgoing 5-minute phone call per week to immediate family or approved relatives. (Staff must dial number.) Phone calls should be made Monday or Thursday nights.
2. Birthday: 2-hour campus visitation with immediate family or approved relatives; no chores on birthday! (Celebrate on campus)
3. Mail: to and from immediate family, approved relatives only and pastors. All incoming and outgoing mail must be approved by staff and/or counselor.
4. Visitation: Sundays 2:00 PM to 5:00 PM

# PHASE II

## OBJECTIVE:

On Phase II, a resident is taking the initiative in many areas, in the house, and any assigned role. You will be working on your issues and beginning to trust and openly discuss your needs. Phase II is a time to develop coping skills, as you learn to work to overcome past hurts, with the help of staff, pastoral ministry, counseling, and prayer.

GOALS: (All goals must be accomplished before advancing to Phase III)

1. Thriftiness = Becoming a good steward and an example.

2. Self-discipline = Recognizing and rejecting wrong desires and doing what is right.
3. Initiative = Recognizing and doing what needs to be done before I am asked to do it.
4. Meekness = Giving up my needs to be right and never allowing that to ruin a relationship.
5. Security = Looking to God's Word for all direction, instructions and answers for my life.
6. Sincerity = Practicing doing what is right more than wanting to do what is wrong.
7. Humility = Acknowledging and treating everyone with respect and honor.

**PRIVILEGES:**

1. Phone call: 2 outgoing 5-minute phone calls per week to immediate family and approved relatives. (Staff must dial number.) Phone calls must be made Monday or Thursday nights.
2. Birthday: 3-hour passes off campus with immediate family or approved relatives only. (No chores on birthday!)
3. Mail: to and from immediate family and approved relatives only...all incoming and outgoing mail to be approved by staff and/or counselor.
4. Visitation: Sundays 2:00 PM to 5:00 PM

## **PHASE III**

**OBJECTIVE:**

Phase III is a time when leadership skills are being developed. On this phase, you must become increasingly responsible and trustworthy. You will be expected to act reliably in the house, in school, in any assigned role. Phase III residents are maturing in their walk with God- seeking him openly and regularly.

Goals: (All goals must be accomplished before advancing to Grad Phase)

1. Patience= Accepting a difficult situation with an appropriate attitude, not demanding own way.
2. Sensitivity= Looking beyond the faults of others and seeing their needs.
3. Wisdom= Seeking Godly counsel (Staff and/or Relatives) and making a sound decision.
4. Virtue= General Moral Excellence. Consistently doing what is right.
5. Tolerance= Realizing that everyone is at different levels of character development.
6. Loyalty= Using difficult times to demonstrate your commitment to another.
7. Speaking the truth in love and caring enough to confront.
8. Joyfulness= Maintaining a good attitude even when faced with hard situations.
9. Meditation= learning to deal with family relationships in a calm manner.

**PRIVILEGES:**

1. Phone calls: 2 outgoing 10 minute phone call per week to immediate family or approved relatives. (Staff must dial number.) Phone calls should be made on Monday or Thursday nights.



2. Birthday: 4 hour pass off campus with immediate family and approved relatives and friends (No chores on Birthday)
3. Mail: In-coming and out-going to immediate family and approved friends only (approved by staff/counselor)
5. Visitation: Sundays 3:00PM-5:00 PM & Tuesdays 5:00 PM to 7:00 PM

## **HOME PHASE**

### **OBJECTIVE:**

The primary focus during Home Phase is gradually adjusting to being back in society, and home while still following the rules of the program.

**GOALS:** (All goals must be accomplished before advancing to Home Phase)

1. Build outside support systems (Church, School, and/or Work)
2. Attend all pastoral ministry sessions, counseling sessions, and requirements listed on your requirement sheet.

The main purpose is to TRUST you as you embark on the new adventures in Christ Jesus.

### **REQUIREMENT FOR ALL PHASES:**

1. Complete Scripture memory (see Scripture memory sheet) to house staff and whenever call upon by staff. If you lose your requirement sheet you MUST redo all requirements for the phase level you are currently on before moving up.
2. Complete assigned reading given by counselor and any assignments given.
3. Complete phase change request form and give to house staff and/or counselor.

# RESIDENT REQUIREMENT SHEET

## ORIENTATION

REQUIREMENT	STAFF SIGNATURE	DATE
READ RESIDENT HANDBOOK		
MEMORIZE "THE WELCOME"		
IDENTIFY ONE PROBLEM AREA		
HEBREWS 13:17		
JAMES 1:22		
PHASE CHANGE REQUEST		
ADMIN MEETING		

## PHASE I to PHASE II

REQUIREMENT	STAFF SIGNATURE	DATE
READ LIFE QUESTIONS/AUDIO		
JOHN 8:32		
1 CORINTHIANS 14:40		
EPHESIANS 5:16		
2 PETER 1:9-10		
1 JOHN 1:9		
JEREMIAH 29:11		
MEMORIZE THE BOOKS OF BIBLE		
PHASE CHANGE REQUEST		
ADMIN MEETING		

### PHASE II to PHASE III

REQUIREMENT	STAFF SIGNATURE	DATE
READ LIFE FOUNDATIONS/AUDIO		
PROVERBS 19:15		
RPOVERBS 20:13		
GALATIANS 5:23		
EPHESIANS 4:2		
HEBREWS 13:15		
JOHN 1:1-5		
PHILIPPIANS 1:9-10		
PHILIPPIANS 2:8		
PHASE CHANGE REQUEST		
ADMIN MEETING		

### PHASE III TO HOME PHASE

REQUIREMENT	STAFF SIGNATURE	DATE
READ LIFE PESPECTIVES/AUDIO		
JAMES 1:2-4		
COLOSSIANS 3:13		
PROVERBS 9:10		
PHILIPPIANS 4:8		
READ ROMANS 12:9-19		
EPHESIANS 4:15		
MATTHEW 4:23-24		
10 MIN. MESSAGE AT ELEMENT 26		
PHASE CHANGE REQUEST		
ADMIN MEETING		

## HOME PHASE (12 WEEKS)

REQUIREMENT	PASTOR/COUNSELOR SIGNATURE	DATE
PASTORAL MINISTRY SESSION		
PASTORAL MINISTRY SESSION		
PASTORAL MINISTRY SESSION		
PASTORAL MINISTRY SESSION		
PASTORAL MINISTRY SESSION		
COUNSELLING SESSION		
COUNSELLING SESSION		
COUNSELLING SESSION		
COUNSELLING SESSION		
ADMIN MEETING		
COVENANT SIGNED		
GRADUATION DATE CHOSEN	1 <sup>ST</sup> SATURDAY AFTER DISMISSAL	N/A