

CARECENTER MINISTRIES



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## Women Program Guidelines and Application

2011

# TABLE OF CONTENTS

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✧ About CareCenter Ministries	pg. 3
✧ Women's Program Overview	pg. 3
✧ Phase I	pg. 4
✧ Phase II	pg. 6
✧ Overcomers	pg. 8
✧ The Race	pg. 9
✧ Rules Of The Road	pg. 10
✧ Resident Information Forms	pg. 14
✧ Physical Labor Agreement	pg. 17
✧ Waiver of Liability	pg. 18
✧ Civil Rights Policy	pg. 19



## ABOUT CCM

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Our Vision: CareCenter Ministries exists to raise people in a diverse urban community who know, worship, and obey God.

Our Mission: We will accomplish our vision by being salt and light to the earth through Christian discovery, development, and deployment.

CareCenter Ministries was established in 1986 to address the issues of addiction, poverty and crime through the power of the gospel of Jesus Christ. We have been called to a ministry of reconciliation, transformation, and restoration.

CareCenter Ministries Women's Home.

The Women's Program is designed to help women with life controlling problems. This being a ministry, our efforts evolve around Christ at the center and a good foundation of biblical principles. We have found this program to be very successful with real long-term solutions rather than a temporary band-aid to such things as addiction, self-destructive behavior and lack of self-worth. Issues of this magnitude are very serious, and should not be taken lightly or thought of as problems that can be controlled without the help of the only higher power - Jesus Christ. At CareCenter Ministries, we have developed a system, using time proven biblical principles to give you the necessary tools to help you become a winner, the winner God has made us ALL to be regardless of our background.

Eldred Sawyer  
Director and Senior Pastor



*Take his hand... Walk with him... He's calling you...  
Ready to pick you up and brush you off... and show you the way...*

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# PHASE I: BOOT CAMP

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Sneak Peak at the Phase I curriculum:

This stage being the "Boot Camp" stage of the program, is where the re-birth begins, and the old is left behind. This is called discipleship.

*"And whoever does not bear his cross and come after me cannot be my disciple."  
- Luke 14:27*

You as the resident will receive training and direction for facing problem areas and issues, as well as becoming familiar with the program and the staff. One of the most incredible things about our staff is that most of them, if not all, have been there right where you sit. They are graduates of the Women's program. So you see, they can understand your struggles and fears. Each resident will generally remain in Phase I for approximately 9 months, depending on their growth upon evaluation. The goal for promotion to Phase II will be 3 months but may vary if staff notices areas of concern that have not yet been dealt with.

## Main Focus Areas

### Spirituality

During Phase I we focus on the spiritual aspect first. We believe a woman must change from the inside out. The 31st chapter of Proverbs describes a virtuous woman. It says that she stretches out her hand to the poor and reaches forth her hands to the needy. It tells us that favor is deceitful and beauty if vain, but a woman that fears the Lord shall be praised. As the chapter concludes it says to give her the fruit of her hands and let her own works praise her in the gates. In other words, a virtuous woman is recognized for the service she renders to others, rather than merely for her charm or beauty.

### Well Being

A considerable amount of time is spent dealing with areas of bitterness and grievances caused by past hurts from life experiences, parents, etc. We will teach the resident to set healthy boundaries for her life. We will instill the fact that actions produce results and consequences.

Our formula is simple:

Good Actions = Positive Results  
Bad Actions = Negative Consequences

### Discipline

Our main goal is to provide a safe environment that promotes spiritual growth through our Lord Jesus Christ. CareCenter Ministries, like any other facility, has its own set of rules and regulations to which each resident must adhere. We also understand that this requires certain degrees of discipline. We are sure you may have your own ideas. We are sure that everyone has their own idea of what is best,

just as we are sure that there is a reason you have come to us for help. We, as followers of God, can only feel blessed to have received the opportunity to offer a hand to help guide you through each step. We require your full commitment and support working with the program as well as obeying all governmental rules.



*CareCenter Ministries' Women's Home is a Non-Smoking Environment*

### Nothing Worthwhile Comes Easy

Each rule set has been considered thoroughly and most are typical for a healthy spirit filled environment. If a resident continually resists the rules of the house, she will be placed under disciplinary action.

Disciplinary action includes:

- > Extra Duties
- > Dish Washing

It also will result in loss of certain privileges not limited to, but including:

- > Telephone Use
- > Passes or Visitation Privileges

The resident must also write a bible scripture applicable to the offence 100 times a night, which will be submitted the following morning at 6am.

*"Your word I have hidden in my heart that I might not sin against You."  
- Psalm 119:11*

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## PHASE II: CONTINUED ENRICHMENT

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At this stage you will continue the main focus of Phase I. Meanwhile, we feel at this level you have instilled some principles and guidelines for yourself that will allow you to handle good decision making. The duration of this phase is an estimated 3 months, pending the Senior Pastor's approval. Some additional responsibilities, which you will be held accountable for, but not limited to include:

- Employment
- Money Management
- Time Management
- Relationships

### Employment

When you enter this phase you will be expected to retain employment off the property and stay in good standing on your job. Bad reports from your employer, or termination will result in significant Phase II set-backs.

### Money Management

While earning money you will be expected to also "earn your keep" as we are a non-profit, self-sufficient organization and cannot pay your way through the entire program. We also feel this helps prepare you for good money management later as you graduate from the program. Your financial responsibilities at this level will include:

- Paying \$100.00 weekly for room and board.
- 10% of your gross salary for tithe to the church.
- A decided amount for you to put into a savings account. This money will be put aside for you to get on your feet upon graduation from Phase II (rent deposits, utilities, etc.). You will be required to save a minimum of \$1,500.00 during Phase II.

The goal here is learning to save and spend your money wisely, gaining good money management skills for a great head start when you complete the program.

### Time Management

You will be responsible to maintain attendance at all meetings as designated by the staff. You must continue to structure your time to complete all assigned homework. You must also check in and out when leaving the premises and show accountability for time spent off property. Again, this is to ensure proper personal growth and responsibility. No assumption should be made about days off from work; staff must still approve time spent off property.

## Relationships

While in the program, it is essential that we screen all relationships with you and outsiders, in order to keep you focused and walking straight in the Lord. We all have weaknesses and unfortunately we are susceptible to falling back into unhealthy thinking and relationships if not careful. The following relationships will NOT be acceptable:

- Relationships with relatives, friends, boyfriends/girlfriends who are substance users (i.e. drugs, alcohol, inhalants, etc.)
- Sexual relations of any kind
- Relations with those who do not uphold the law, gang relations, etc.

*There will be no dating while in the Women's Program. Relationships with the opposite sex will only be accepted if the individual is your spouse.*

We emphasize to you that your stay in the Women's Program not your "ticket" to living it up. You cannot just do your time here and expect things to just work out. This program is for instilling Life Principles. These principles are going to be the only thing that will save you from yourself and allow you to live Free From The Bondage Of This World once you complete the program.

Do not be deceived:

*"Bad company corrupts good habits" - 1 Corinthians 15:33*

Release from Phase II will be determined by:

- Your growth level.
- You are showing fruit that demonstrates you are free from addiction.
- Your work performance through the ministry & employment.
- You have reached your required savings amount of \$1,500.00
- You have been paying your room & board dues as required.
- You have been an active participant in the program & get along well with others.
- You are functioning in a ministry of the church (i.e. Children's Ministry, Overcomers, Worship Team, etc.)

When most of us come here, we are accustomed to addictive and self-gratifying lifestyles. We have been takers, but God's word says that we must deny ourselves if we are to become disciples. our desire is to train you to be a giver. Many people are affected by our taker mentality including our families, society, etc. As we learn to become givers, God is faithful to restore. The work must begin in our hearts.

*Begin now... I am a giver... Not a taker! Therefore I will be grateful when I am challenged to give of myself.*

# OVERCOMERS

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## Being an Overcomer

*"Study to show yourself approved unto God, a workman that need not be ashamed, rightly dividing the word of truth" - 2 Timothy 2:15*

For addiction issues, we utilize the "Overcomers" material, which is a Christ-centered 12-step program. As a resident, you will attend weekly meetings where you will be able to interact with others on different levels of sobriety. In these meetings participants may share their struggles and receive input from those who have overcome such struggles. Each person is provided with a workbook called "A Daily Choice", which will take them through the 12 Steps in 90 days. This workbook is a requirement for all residents. Disciplinary action will be taken if you are found to be behind in your book. Completion of this book will be one of the requirements for consideration of completion of Phase I.

You're an  
**OVERCOMER**  
...more than a CONQUERER!

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# THE RACE

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## Running The Race...

In a race everyone runs, but only person attains first place. To win, you must deny yourself many things that would keep you from doing your best. An athlete goes to all the trouble just to win a blue ribbon or a Gold Cup. We run the race to win a place in heaven and reap the rewards that never disappear! So run straight to the goal with purpose and determination in every step. Fight to win. Don't just shadow box or play around. Like an athlete, "I punish my body... I treat it roughly... training it to do what it should do... not what it wants to do. Otherwise, I fear... I feel inadequate... I feel unworthy and not fit for the race... I may not even finish the race, and may be disqualified."

## The Purpose

- Run your race to win.
- Run straight to your goals with the ability to get up and keep going if should stumble.

## The Plan

- Deny yourself whatever is potentially harmful, whatever it may be.
- Discipline your body by training it and be transformed by the renewing of your mind through the word of God.

## The Prize

- A heavenly reward that never disappears!
- The ability to set boundaries around your life and stick to them.
- The stability and freedom over areas that have previously controlled you.

Winning the race requires purpose and discipline. The apostle Paul used this as a reference to explain that the Christian life takes hard work, self-denial, and grueling preparation.

*"We can do all things through Him who strengthens us!" - Philipians 4:13*

*"Hope deferred makes the heart sick, but when the desire comes, it is a tree of life."  
- Proverbs 13:12*

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# RULES OF THE ROAD

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## PRIVILEGE GUIDELINES

### Visitation Policy

Residents will not be allowed any visitors for the first 30 days. Your Home Director must approve all visits at least one day in advance. No Drop Ins Permitted!

All visits are to be considered privileges not rights. Consideration for approval of visits will be at staff discretion and based upon the conduct and stability of the resident. A staff member must screen all visitors outside of the immediate family for approval. After 21 days, immediate family members (i.e. Mother, Father, Siblings) of resident may attend church services and Overcomers meetings, not arriving any earlier than 15 minutes before and must leave no later than 15 minutes after the meetings or church services. These visits are restricted to parents, siblings and spouses attending meetings and services only.

### Weekend Pass Policy

No passes will be granted for the first 45 days.

Residents will be granted passes to immediate family members if the environment meets necessary requirements suitable for the resident. Passes will be granted to Christian families who have taken an interest in the resident as well. Residents must submit a written request no later than Thursday at 5pm to allow a weekend pass for that Saturday. It should be understood that approval for these passes are at staff discretion, and once a decision has been reached it is not open for discussion.

The approval of these passes are based on the following:

- Conduct
- Attitude
- Stability
- Environment of Requested Location

Prior to granting the first 3 hour pass, the person who you wish to go on a pass with must have attended 1 or more family fellowship days. The first pass will be granted for 3 hours. You must complete the first pass successfully to earn a second. The second pass will be granted for 6 hours. After successful completion of your second pass, you will be eligible for a third pass of 12hours, then 24 hours.

Also, when returning from a weekend pass you **MUST BE ON TIME**. Any tardiness will not be accepted and will result in disciplinary action. Upon returning from a weekend pass residents may be subject to a urine analysis.

### Telephone Policy

Residents will not be allowed telephone calls for the first 21-30 days. After the 21-30 day induction period, residents may be granted 1, 10 min telephone call per week. These are subject to denial at any time by staff members due to conduct, attitude, or stability of resident. We feel that any interaction with people outside too early could result in distracting you from your goals.

All Long Distance Callas Must Be Made Collect

Understand the staff reserves the right to listen to, limit or screen any calls made. The home will open for phone calls only at the Home Director's convenience. No phone calls are permitted during the absence of the Home Director, with the exception of incoming emergency calls that will be screened for validity (i.e. death of a family member, etc.). Residents are not to use the telephone while off property whether that is that the store, running errands, on job assignments, etc. All calls must be made in the home. Use of a telephone off property will lead to disciplinary action or termination from the program.

#### Mail Policy

Residents will be allowed to communicate with spouses and family members through the mail. Keep in mind that staff reserves the right to screen all letters, incoming and outgoing.

Conversation with any male persons not in your immediate family or part of the pastoral staff is prohibited and will result in disciplinary action.

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#### CLASSROOM RULES

- You will be held responsible for arriving to class on time with the proper tools and materials, such as pen, paper, bible, etc.
- Proper classroom conduct is expected at all times. No distractions will be permitted (i.e. feet on chairs, laying on the floor, talking at inappropriate times, interrupting or correcting teachers, etc.)
- Classroom interaction will only be permitted as directed by the instructor.
- Notes are a required part of each class with a minimum of one page per class.
- Complaints to the instructor will not be tolerated. If you have any grievances, take them to your Home Director in private for counsel.
- Raise your hand and wait to be acknowledged before speaking in class.
- Maintain a positive attitude and be respectful of others.
- Homework can be done any time there is down time; between job assignments or after 9pm, quietly under low light. Do not disrespect your neighbor.

No Homework can be done in morning class or night class.

#### TRANSPORTATION RULES

- Eating or drinking in the vehicle is PROHIBITED at all times.
- Windows MUST be all the way up before leaving the vehicle.
- Moving while the vehicle is in motion is NOT permitted.
- Seats will NOT be saved unless it is per a staff member's request.
- Shouting out the window is NOT allowed.

## HOUSE RULES

1. No profanity or abusive language will be permitted anywhere, anytime.
2. Bragging or glorifying your past life is not allowed.
3. Possession or use of drugs, alcohol, or tobacco products at any time will result in immediate disciplinary action or termination from the program.
4. No leaving the property without the permission of your Home Director. Doing so will result in discipline or possible termination.
5. You must report back after all outings to the Home Director, at which time she may smell your breath, check your pockets or any personal possessions, require a urine analysis, etc.
6. Attendance is required at all scheduled activities without arguing or complaining.
7. Disrespect in any way toward a staff member or Leadership Academy student will not be tolerated. Any disagreements may be settled in private through sensible evaluation of the problem at hand, between all parties involved and the Home Director.
8. Tardiness to any scheduled meeting will result in disciplinary action.
9. Personal belongings and living area are subject to search or shake down at staff discretion.
10. Showers must be taken daily and your appearance must be neat and clean at all times except while working. Non-compliance will result in immediate disciplinary action.
11. No napping allowed between 7am and 5pm without specific permission.
12. Beds must be made and living area kept clean. The "Chore Checker" will check chores by 7:45am. No breakfast will be served until chores are correctly done.
13. Lights out at 11pm! All residents must be in bed by 11 o'clock at night.
14. All eating will be done at the dining room table. All meals served will be eaten together in a designated area. Any food in bedrooms will result in disciplinary action.
15. Visits and phone calls are privileges, not rights, and will only be granted at staff discretion based on conduct, attitude, and stability of resident.
16. The Women's Home residents will sit together as a group at all outings, filling one row before starting another, leaving no empty seats.
17. No disruptive behavior will be tolerated at any time, including meetings, church services, etc.
18. Any problems or discrepancies must be discussed or appealed through the proper channels. Only those with direct authority over the Women's Home can do anything about your situation, and only they will be able to see the whole picture. Any attempt to appeal your situation or disagreement with other residents or even church members, will not result in a resolution, but only complicate matters. The chain of command for the Women's Home appeal is Cassie Cleland, Home Director; and Pastor Ty Cotter, Pastor of CareCenter Ministries, Mountain Home.

Any other exchange will be considered murmuring and complaining, and will result in disciplinary action.

19. All monies belonging to Phase I residents will be locked in the home. You will be allowed to keep \$50 per month.
20. Use of the restroom during class time is prohibited. Such activities should be taken care of before or after class.
21. Check with the Home Director and get permission before you go to the store and check back in upon return at which time you may be searched.

22. If you leave or are terminated before graduation, you will leave with the same items you came with. An inventory will be taken.
23. Discipline writing can only be done after 4pm till 6am, not in class or during work hours.
24. Radios are permitted by staff members only and played from 7am until 9pm. If you get out of hand with your sound you will lose it. No headphones are allowed, Leadership in Training included. Mini TV's and Hand Held games are not allowed.
25. Sunday passes to lunch after church are from dismissal until 3pm.
26. Conversation with any male persons not in your immediate family or part of the pastoral staff is prohibited and will result in disciplinary action.

#### ADDRESSING CCM STAFF

All residents will be expected to address staff in a formal manner. If you need to speak with a staff member for any reason, the proper approach would be "Sir (or Ma'am), may I have moment of your time?" At that point in time the staff member may grant your request or decline. Based on the agenda and time of the staff member, their reply may be as follows:

"No, you may not at this time, please try again later."

-OR

"Yes, you may" and grant the resident the time requested.

Improper addressing of staff members will automatically lead to 3 days of discipline. Also, improper approach and request for time will be an automatic 3 days of discipline. Additionally, any demands for time after being denied will be an automatic 7 days of discipline. It is important to be respectful of others and their time.

# RESIDENT INFORMATION

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## YOUR PERSONAL INFORMATION

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

Name: \_\_\_\_\_

Last

First

Middle Initial

Social Security: \_\_\_\_\_ Driver's License # or State ID #: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eyes: \_\_\_\_\_ Hair: \_\_\_\_\_

DOB: \_\_\_\_\_ Sex/Gender: \_\_\_\_\_

Previous Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

We ask for some information about your parents: If deceased please note:

Parents Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Name of closest living relative not listed above: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Status of marriage: Healthy | Separated | Divorced | Other \_\_\_\_\_

Please explain: \_\_\_\_\_

List any treatment center or ministry you have been in whether or not you completed the program:

\_\_\_\_\_

Last Church Attended: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Pastor's Name: \_\_\_\_\_

Name & Phone Number of anyone who has helped you or is currently helping you:

\_\_\_\_\_

Who should we contact in case of an emergency?

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Are you on probation or parole? Yes | No (Circle One)

If so, please provide Officer's Name: \_\_\_\_\_

Officer's Phone: \_\_\_\_\_

How Long? \_\_\_\_\_ Date Instated: \_\_\_\_\_ Fee Amount: \_\_\_\_\_

Report Location: \_\_\_\_\_ Time: \_\_\_\_\_

Offense: \_\_\_\_\_

Do you have any outstanding warrants? Yes | No (Circle One)

Are you court appointed to this program? Yes | No (Circle One)

If yes, provide Judge name: \_\_\_\_\_ Court: \_\_\_\_\_

Probation Supervisor Name: \_\_\_\_\_

Do you practice any other faith or religion other than Christianity? Yes | No (Circle One)

If yes, explain: \_\_\_\_\_

Do you receive Food Stamps, Social Security, or any other Government support or Federal aid?

Yes | No (Circle One) If yes, explain: \_\_\_\_\_

Do you have any pending lawsuits or legal matters, which you are presently working through?

Yes | No (Circle One) If yes, explain: \_\_\_\_\_

Do you have any sex offenses on your record? Yes | No (Circle One)

If yes, please explain: \_\_\_\_\_

Are you currently enrolled in any MHMR programs or currently taking any psychiatric drugs or anti-depressants? Yes | N (Circle One)

If yes, please explain: \_\_\_\_\_

Note: You must understand that any false information you provide on this questionnaire will result in immediate termination from this program.



The Women's Home is a self-supported, non-profit organization. All money received from work done by Phase I residents will go directly towards covering the operating cost of the program.

All residents will be required to work for the cost of their programs as designated by staff. The Women's Home will accept any individual regardless of race, or economic status if the resident is willing to submit to the rules and work.

The Work Program Serves a Three Fold Purpose:

1. The work program makes us self-supporting. We have the ability to take a resident regardless of their economic level. There is no cash charge for the program; therefore a resident can enter without money or insurance and can feel good knowing they are paying their way.
2. To teach the appropriate way to submit to authority. Many of us have been hurt, disappointed, rejected, etc., by authority figures. This has impaired our perception of authority. The employer is an authority figure. If we are to function in society this must be corrected.
3. To teach proper work ethic. The discipline and ambition it takes to be a good employee must be taught. This will be a focus during your stay.

All Women's Home residents must understand that all work done is to pay for services rendered. Residents must be willing to accept these terms.

Written forms from the doctor will be required for lay-ins. RESIDENTS WHILE ON ANY JOB ASSIGNMENT CANNOT ACCEPT ANY TIPS! If caught this will result in disciplinary action.

Resident: \_\_\_\_\_

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

Staff: \_\_\_\_\_

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

Note: By signing above you accept the terms and conditions of the program.

# WAIVER OF LIABILITY

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I, \_\_\_\_\_ understand that the services given or rendered to me by me in helping me overcome my substance abuse problems or any other life controlling issues, and that I will not hold CareCenter Ministries responsible in any manner whatsoever in the event I become ill, injured or otherwise damaged.

I further understand that I give up any right to sue or claim damage for any reason whatsoever that may arise at any future time from this date in consideration of the help and assistance given to me without cost or fee by CareCenter Ministries.

I have read the foregoing Waiver of Liability and Rules and Regulations of CareCenter Ministries and with full understanding agree to cooperate with the rules and regulations of the program. I also understand that if I break any of the rules and regulations of the Women's Home, I will be held subject to discipline, loss of privileges, and possible expulsion.

I also understand the purpose of the work program and agree to abide by the rules. I will submit to Christ by submitting to those in authority over me. I understand that God provides for this program as things are needed, and that I may be able to obtain everything I want or need through Him.

I will run the "race" to the best of my ability. I will work to get along with others in the program. I commit to both phases of the Women's Home. I am prepared to focus on getting well for the next 12 months.

Resident: \_\_\_\_\_

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

Staff: \_\_\_\_\_

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

Note: By signing above you accept the terms and conditions of this waiver of liability.

*"I have fought the good fight, I have finished the race, I have kept the faith." - 2 Timothy 4:7*

# CIVIL RIGHTS POLICY

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## CIVIL RIGHTS POLICY FOR CARECENTER MINISTRIES

*"And Justice For All"*

In accordance with federal and US Department of Agriculture policy, this institution is prohibited from the discrimination on the basis of race, color, national origin, sex, age, religion, political beliefs, or disability. [Not all prohibitions named apply to all programs.]



To file a complaint of discrimination, write the USDA Director, Office of Civil Rights (address located below), or call (202) 720-5964 (Voice and TDD).

*"Justicia Para Todos"*

De acuerdo con la ley federal y con la política del Departamento de Agricultura de los Ee. UU. (USDA), esta institución tiene prohibido discriminar por motivos de raza, color, origen nacional, sexo, edad, religión, creencias políticas o discapacidad. [No todos los tipos de discriminación prohibidos son pertinentes a todos los programas.]

Para presentar una queja de discriminación, escriba al Director de la Oficina de Derechos Civiles de USAD, a la dirección que se encuentra abajo o llame al (202) 720-5964 (Voz y línea TDD).

USDA Director  
Office of Civil Rights  
Room 326W  
Whitten Building  
1400 Independence Ave., SW  
Washington, DC 20250-9410