

My Sister's House Ministry Handbook

Expectations & Guidelines

1) Solid Foundation Training:

- A) Attend weekly Sunday worship services locally at Bethany Community Church in Washington with MSH staff.
- B) Biblical Counseling sessions twice per month as to Biblical Counselors schedule.
- C) Life Skill Training (educational, occupational, parenting, budgeting, cooking, cleaning, health/hygiene)
- D) Mentoring (Christian Community, Care Group, & Individual)

2) Ministry Benefits & Privileges:

- A) MSH charges no housing rent or fees.
- B) MSH charges no fee for the food it can supply. MSH does allow residents to use governmental food assistance for personal family consumption.
- C) MSH charges no fee for laundry equipment use or supplies (washing & drying) of personal family belongings.
- D) MSH charges no fee for utilities (gas, electricity, water, or garbage)
- E) MSH will provide basic clothing needs new or second hand (MSH approved).

3) Home Security:

- A) All adult residents will be assigned a personal 4-digit entrance code for the home.
- B) Adult residents are responsible for keeping the 2 exit doors locked at all times.
- C) Adult residents are responsible for following MSH visitor guidelines to ensure safety for themselves & other residents.
- D) All residents will be required to train in fire safety & disaster evacuation procedures provided by MSH Staff.
- E) Adult residents are responsible for calling 911 first in "All" emergency situations such as unauthorized people on MSH property, breaking & entering, theft, fire, accidents, ect.

4) Cause for Loss of Residency:

- Note: MSH staff reserves the right in determining the length of time to which the evicted resident has to vacate MSH premises based on the severity of the violation/s
-
- A) Physical aggression towards MSH staff or other MSH residents.
 - B) Repeated MSH Guideline violations.
 - C) Allowing Unauthorized or Unapproved guest access to MSH property inside & out.
 - D) Alcohol & Illegal drug use found through random drug testing or personal observation by MSH staff.
 - E) Alcohol, Illegal drugs & drug paraphernalia found on MSH property belonging to a MSH resident.

5) Damage of MSH property:

- A) All cost pertaining to the fixing & purchase of materials for MSH personal property due to negligence of the resident family will be the responsibility of the adult resident.
- B) All contracted services for repairs will be handled by MSH.

6) Resident Personal Property:

- A) MSH Staff must approve all personal items that accompany the resident.
- B) Any loss of personal property is not the responsibility of MSH.
- C) Personal property not approved by MSH Staff must be stored at the resident's expense off MSH property.
- D) Insurance of personal property is the responsibility of the resident.
- E) Legal counsel, prosecution, & cost concerning the theft of a resident's personal property will be the resident's responsibility.

7) Medical:

- A) All medical care for the resident family & payment for received care is the responsibility of the adult resident.
- B) All required school physicals are the responsibility of the resident.
- C) A full disclosure of all resident health risks' must be made available to MSH at the time of the resident's application.
- D) Cost of resident periodic drug testing will be the responsibility of MSH.

8) Visitors:

- A) All visitors, family & nonfamily must be approved by MSH Staff & be on the visitor list 2 weeks prior to the visit.
- B) MSH residents are allowed 2 visits per week for 2 hrs. unless otherwise approved by MSH Staff.
- C) MSH residents will be responsible for the cost of all visitor background checks.

9) Curfew:

- A) House curfew during the entire week for residents is 10 p.m. unless special events (family, school, church, work) are agreed upon by MSH Staff.
- B) Children bedtimes are to be consistent with good sleep patterns pertaining to school.
- C) House curfew for the weekend is 11 p.m. unless special arrangements are made with MSH Staff.
- D) Abuse of house curfew will result in tighter restrictions until the issue is resolved.

10) Cell Phones & Social Media:

- A) Cell phone & Social Media use will be discussed & approved per resident by MSH
- B) Facebook posts concerning the Resident's interactions with MSH Staff or other MSH Residents is prohibited. Any unauthorized postings of photos of the inside or outside of MSH is prohibited unless approved by MSH Program Director.

11) Vacations & Emergency Travel:

- A) All vacations by residents must be approved by MSH Staff (**Program Director**) 2 weeks prior to the vacation
- B) Residents must fill out a vacation form with valid information.
- C) Emergencies (family or friend deaths or accidents) that require unexpected travel will be allowed with a notification to MSH Staff (**Program Director**) of the resident's location to follow 24 hrs after the fact.
- D) Weekends away must be approved by MSH Staff (**Program Director**) 1 week prior to leaving. Valid information will be required.

12) Hygiene:

- A) Appropriate food diet for resident family, constructed by MSH advisors that stimulate good health choices.
- B) Appropriate food supplements if necessary according to a family physician.
- C) Bodily exercise by resident family according to schedule & time.
- D) All exercise should be discussed with a family physician for appropriate type & level.
- E) Daily resident showers for bodily cleanliness & care.
- F) Bodily care according to good hygiene practices.
- G) Check for lice, fleas, ticks, worms, ect. & report immediately to MSH Staff.

13) Child Care:

- A) All resident child care is the responsibility of the mother. Arrangements (background checks & financial) for child care is the responsibility of the mother.
- B) All resident child discipline will be carried out by the mother of the child according to the learned practices of mandatory parenting classes.
- C) Mothers are expected to be responsible for the respectful behavior of her children as they interact with others, especially other resident families & MSH Staff.

14) House Duties:

- A) Residents will be responsible for clean kept rooms at all times.
- B) Residents will be responsible for sharing the cleaning duties of the entire house with other residents. A house cleaning schedule will be worked out amongst MSH residents.
- C) Cleaning duties will be maintained by MSH residents according to the established house chore chart. Additional chore items may be added at anytime as needed.
- D) MSH residents will be responsible for their own messes, garbage, & laundry.
- E) One resident of MSH will be responsible for putting the weekly garbage at the property curb by 6 a. m. every Monday morning for garbage collection. It is also the responsibility of the resident in charge to place the garbage receptacles back in their appropriate places the same day.

15) Education & Employment:

- A) MSH Mentoring/Advocate Staff will establish realistic/attainable goals concerning education & employment for each resident based on individual circumstances. Employment & Education are key components of the transition process & will be part of a resident's evaluation.

16) Financial:

- A. MSH expects all residents with the help of a financial planner to set a realistic budget for the purpose of debt reduction, educational needs, & savings which are all key components of the transition process.
- B. Because MSH charges no fees to the resident concerning food, shelter, & clothing, the expectation will be all purchases above agreed upon budget are approved by MSH budget/financial planner.
- C. All external financial aid must be approved by MSH budget/financial planner.
- D. Direct donations to the resident must be reported to MSH budget/financial planner for accountability.

17) Transportation:

- A. Residents will be required to have or obtain a valid Illinois drivers license.
- B. Residents will be required to maintain a good driving record.
- C. MSH will provide limited/temporary transportation for residents according to availability/feasibility & in the case of no reliable transportation.
- D. Public Transportation may be used by a resident according to their personal discretion.

18) Community Service:

- A. Serving others is a core value of MSH. Residents will be expected to donate 4 hours of personal time per month to the Washington Community (Religious, Civic, Educational & Personal). This expectation will be imposed according to resident circumstances.

19) Residency:

- A) Residency is dependent on the progress of the resident towards the set goals for transition. MSH Mentoring/Advocate Staff will heartily partner with each resident to help them achieve their transitional goals.
- B) Full time residency will be granted or declined based on a first 30 day evaluation. If the resident is granted full time residency the maximum stay is 2yrs. In the unfortunate case where a resident is declined residency it will be at the discretion of the Executive Director on a case by case basis to determine the timeline for vacating MSH premises both personally & personal belongings.
- C) Resident evaluations by MSH Staff (**Program Director**) will be done quarterly. These evaluations will be used to give the resident personal progress feedback concerning transition expectations.
- D) Residency exceptions above 2yrs. will be considered by MSH Mentoring Staff if there is an achievable added value to the resident to fully succeed with transition.
- E) In addition to the above expectations, full time residency is also dependent on good personal & family health habits, house & space cleanliness, honesty, integrity, & positive respectful interaction with other residents, MSH staff & volunteers. MSH desires a willing partnership with its residents for achieving its mission & ministry focus.

I _____ acknowledge that on this date _____ that _____ of MSH Staff reviewed & had a satisfactory question & answer discussion with me concerning the above MSH Handbook.