

**ChristTown Ministries, Inc.**  
*Changing Lives by Christ Centered Living*

Congratulations! You have just completed your first step to recovery – admitting you have a problem. ChristTown Ministries, Inc. is a church that understands your plight! We are *Real People, Dealing with Real Issues, Serving a Real God*, and we want to help you. We are on your side!

Our goal is to provide you with a safe and nurturing place to live while helping you become dependent on Jesus and able to live independent of any assistance other than His divine will for your life. Before you make your decision to enter our program, please consider the following:

1. Program completion will take approximately 1 year, or longer.
2. We do not allow any anti-depressant, narcotic pain killer(s), anti-anxiety or any other mind/mood altering medicines. Any medications you take must be approved in advance by the Program Director.
3. We are a "working" program. When you come into the program, you will be placed immediately in a position of volunteer service to participate in keeping the ministry functioning. This service is part of our recovery program and you will not be paid in dollars for your service. There is no outside employment allowed during this first year.
4. It is imperative to disrupt your current cycle. In order to do this, there will be zero contact with the "outside world" for a minimum of 60 days. Phone privileges are achievable after 90 days and furloughs after 120 days, based on your progress and evaluation approval.
5. Make sure you read and understand the attached program agreement, because violations of any rules set forth will be grounds for dismissal from the program.

Again, congratulations! I am praying that your journey will be as awesome as mine has been. Jesus saves, Jesus is real and Jesus loves you.

All for Jesus,

*Laura Wells-Linton*

Laura Wells-Linton  
Pastor/Director

# *CMI Resident Program Agreement*

## ***Eligibility***

Services offered at ChristTown (CMI) are designed to improve the health and well-being of men who are dealing with addiction(s). The following are required to be considered for entrance into our program:

1. Interview with Pastor/Director or Men's Director;
2. Program participants must be at least 18 years of age;
3. Must not be taking any mind and/or mood altering drugs (ex: Wellbutrin, Xanax, Valium etc.)
4. Must be physically able to work
5. Cannot be convicted sexual offender/predator
6. Signed completed Application Form; and
7. A desire for a different life and willingness to change!

## ***Orientation/Evaluation Period***

New residents will be given one week to get settled in and become acquainted with the program's requirements and the house rules and procedures. You will also be "forgiven" for minor offenses and no disciplinary action forms will be issued for these. All intake paperwork must be completed with-in this first week.

# Program Graduation Requirements

There is not a maximum time that you are allowed to participate in our program. However, the following must be accomplished in order to receive a Certificate of Completion from CMI:

- Minimum of one year of sobriety in CMI program
- Memorize the required twelve sets of Scripture
- Complete Anger Management course
- Complete The Life Recovery Workbook by Stephen Arterburn and David Stoop
- Complete Seven Steps to Freedom in Christ course
- Attend twelve (12) CMI Relapse Prevention meetings
- Read and write a report on The Bondage Breaker by Neil T. Anderson
- Read and write a report on The Purpose Driven Life by Rick Warren
- Read and write a report on Battlefield of the Mind by Joyce Meyers
- Complete the Purple Book
- Complete Enemies of the Heart course
- Complete Bait of Satan course

## *Residents' Responsibilities*

CMI's residential program will require you to do certain things to equip you for your future. The foundation of our rehabilitation program is based on the Word of God and practical day-to-day experience gained in our volunteer positions.

You will be expected to:

- Attend all devotions at the CMI house, church services at CMI, and other churches as directed.
- Practice every day what you learn in classes, church, studies and devotions.
- Volunteer in the ChristTown Ministries Bargain Center or Community Church as directed by CMI Leadership.
- Attend all mandatory house meetings and groups.
- Follow all house procedures (please see House Rules and Procedures section).
- No communication, including letters or church visits, with anyone outside of the program for a minimum of 60 days. After this, communication is allowed only with persons previously approved by CMI Leadership.
- No cell phones.
- No automobiles.
- No secular music.
- Phone privileges are given after 90-day evaluation approval– 15 minutes, once per week.
- Furloughs are given after 120-day evaluation approval – no more than once per month.
- Minimum of one-year commitment to work the program.

If residents fail to do these things, they will be given a Disciplinary Action Form, which will result in a loss of privileges and/or dismissal from the program.

**Remember: We are on your side!!**

# House Rules and Procedures

**AWAKE TIME:** Monday-Friday you will need to set your clock early enough so that you can come to the morning devotion at 5:55 am. Attendance and punctuality are expected.

**CURFEW:** Sunday through Thursday nights, the curfew is 10:00pm. On Friday and Saturday nights, it is 11:00pm. The doors will be locked at curfew so all residents must be inside the house at this time unless prior arrangements have been made with CMI leadership.

**HOUSE MEETINGS:** Attendance and punctuality are expected for the following:

Morning group	Monday-Friday at 5:55am
Evening group	Monday-Thursday at 6:30pm;
Sunday mornings	Church service at 10:00am;
Wednesday evenings	Church service at 7:00pm.

**LIGHTS OUT:** As posted in your house.

**VISITORS:** No visitors are allowed in the CMI program homes. After you have been in the program for 60 days, all of your family and friends are welcome and encouraged to attend our Wednesday night and Sunday morning church services. However, residents will not be allowed any communication with family or friends until they have been approved by CMI leadership for visitation. Church services are held in our chapel at 2121 W. Jefferson St. Quincy, Florida.

**HEAT/AC:** All windows must remain closed when the heat or air conditioning is in use at ChristTown. The thermostat is set by CMI leadership and residents are not allowed to adjust it. It is *very important* to conserve electricity in order to keep operating costs as low as possible.

**DRUGS, ALCOHOL, WEAPONS, FIGHTING, PORNOGRAPHY, PROFANITY OR INSUBORDINATION** toward CMI leadership or anyone else will not be tolerated. Your room, back packs or any other storage area on our property are subject to inspection, by CMI leadership, at any time whether you are present or not. Drug and/or alcohol testing can also be done at any time. You could be required to go off the site to obtain your test at your expense if necessary.

**KEEPING OUR FACILITY CLEAN** and orderly is a high priority. You will be expected to keep your area clean and pitch in to keep the entire property clean.

**DRESS CODE:** Men are not to wear muscle shirts or tank tops at any time while in any public place. Shirts of this type are allowed at home only. Your chest should be completely covered. Keep your shirts buttoned! Shorts are to be an appropriate length (when standing with hands down at sides, length should be to your fingertips or longer). The tops of pants (including shorts) cannot be worn more than 2 inches below your natural waist. Residents can't show their underwear or butt crack.

**Sexual misconduct will result in immediate termination.** CMI believes in abstinence from sex unless you are married and then sex only with your spouse.

**TELEVISION/RADIO VIEWING/LISTENING HOURS:** Follow house rules. No audio devices are allowed except when approved by leaders.

Secular music will not be allowed. ALL movies/videos must be approved by CMI leadership prior to viewing or listening to while you are in the program. *Only PG/G Rating will be allowed.*

**MAIL:** To protect the privacy of all residents, only the CMI staff will get the mail out of the mailbox. Under no circumstances will residents be allowed to get the mail or tamper with another person's mail. All residents are required to have their mail sent to:

2121 W Jefferson St.  
Quincy, FL 32351.

CMI does not allow personal mail to come to the resident house address. CMI reserves the right to review all incoming and outgoing mail. All outgoing mail must be processed through ChristTown leadership. Residents cannot place mail in the mailbox without prior approval from a ChristTown leader.

**USE OF TOBACCO PRODUCTS:** In designated smoking areas only!! Ask and you will be shown where these are. No use of tobacco products is allowed when participating in any CMI group activity: attending services at other churches; shopping at a grocery store or Wal-Mart, while delivering or picking up donations, during outside jobs, etc.

**FURLOUGHS:** A Resident Request form must be completed & approved for any outside, off-campus activity. Please note that requests are just that, requests. Furloughs are not automatic; the requests are taken before the leadership team to determine eligibility and time resident will be allowed for furlough request. All forms must be turned in a minimum of 72 hours in advance of the activity resident would like to participate in.

Furloughs will be considered under the following criteria:

1. Resident must be in program for a minimum of 120 days

2. Resident must be caught up on all his required work including any additional work given for Disciplinary Actions
3. Resident must not have any Disciplinary Actions within the previous 30 days prior to date of furlough
4. Resident must have someone that agrees to take care of his chores while he is gone
5. Must be at least 30 days since last furlough
6. The individual(s) resident is staying with during furlough must have completed all Family Meetings.

Furlough time is determined by leadership team. Furlough can be approved to any amount of time up to maximum time of leaving at end of workday on Friday and returning Sunday morning to 2121 W Jefferson St. by 9:45 am to attend the regular Sunday morning worship service. Furloughs approved during holiday times shall count as a regular furlough and included in the 30 days since the last furlough requirement. Holiday furlough days and times will be determined case-by-case.

**FOOD:** No food will be allowed in assigned sleeping areas.

**LAUNDRY:** Each resident is responsible for doing his own laundry. If there are assigned laundry days in your house, you must comply.

**OUTSIDE EMPLOYMENT:** No outside employment is allowed.

**FUNDS AGREEMENT:** Any outside money received, including Social Security, disability, unemployment, and government checks, will be charged 30% of the total amount as a program fee. All excess money will go into a resident account and will be given to the resident on an as-needed basis, as determined by CMI leadership. A 24-hour advance written request from the resident is required to receive the funds.

If a resident of the CMI Residential Program leaves the program for any reason while owing a program fee to ChristTown Ministries, and he subsequently wishes to re-enter the program, the delinquent program fee must be paid prior to re-entry into the program.

If a resident chooses to leave the program before the scheduled time, the resident must submit a written request for funds in their resident account 72 hours in advance of leaving. If the resident leaves before the 72-hour period is up, all funds remaining in their resident account are forfeited to the program. This money will be considered a donation and transferred to CMI's general fund. The 72-hour period is for your protection, to keep you from making an emotional decision.

If a resident is expelled from the program, they forfeit all funds remaining in their resident account. This money will be considered a donation and transferred to CMI's general fund.

**TRANSPORTATION:** Residents must arrange for all appointments (including court appointments and doctor appointments) with ChristTown leadership 48 hours in advance of the appointment. Health emergencies will be handled on an as-needed basis. **ABSOLUTELY NO RESIDENT IS TO TRAVEL ALONE IN ANY CMI VEHICLE!**

**COEXISTING:** All residents are expected to treat each other with respect. No arguing, name-calling, gossiping or complaining will be tolerated.

**Remember: We are on your side!**

**MOVING IN:** If you are admitted into the program, a move-in date and time will be set. CMI provides basic items for you, including food, clothing, sheets, towels and basic hygiene products such as soap, toothpaste, and toothbrush. Do not bring any clothing other than what is on the attached suggested list. However, any other items that may make life more comfortable for you should be brought with you. Some examples include stamps, umbrella, or toiletries/hygiene products. Your most important tool will be your Bible. If you do not have one, CMI will gladly supply one! Upon your arrival, CMI leadership will conduct an inventory of what you bring.

**MEDICAL:** *We are not a medical facility!* If you are not physically able to work, unfortunately, you are not eligible for our program.

- Any medical expenses incurred by you during your stay at CMI are your responsibility.
- CMI does not pay for medicines.
- CMI does not allow you to take any mood/mind altering medicines (medication such as for blood pressure and insulin are ok).
- All medicines must be approved by CMI leadership prior to entry into the program.

**LEGAL ISSUES:** All outstanding warrants must be taken care of within fourteen (14) days of entering the program. Your legal issues are your responsibility. Communication with the CMI leadership and legal authorities is crucial and is your responsibility. CMI leadership must be notified immediately when you enter the program of any outstanding legal court dates, issues, etc.

**WALK-OFFS:** A walk-off is defined as any program participant who purposely, knowingly and willingly leaves ChristTown's authority for any time-frame.

- There will be a waiting period of up to 30 days (as determined by leadership) before participant can be considered for program re-entry.
- Upon re-entry, participant will start the program over, as any other brand new program participant would.
- Participant must make their own way back to ChristTown.



- Approval of CMI leadership is required for re-entry. Participant must heed to any other special requirements placed by CMI leadership.

**US GOVERNMENT FOOD STAMPS:** ChristTown believes and trusts in the Lord for providing all of our needs. Therefore, no program participant shall receive food stamps during their involvement in the CMI program. Any resident currently receiving food stamps will be required to return the food stamp card within 30 days of entering the ChristTown program to the appropriate government agency and terminate their involvement in the program.

**FAMILY MEETINGS:** When a participant re-enters the CMI program after having been out of the program for 6 months or longer, family members must attend all Family Meetings again.

## Disciplinary Action (DA)

Disciplinary Actions are formal, written documents that describe the offense and the date(s) on which the offense(s) happened. A Disciplinary Action will be issued by CMI leadership if you commit an offense. An offense is defined as the breaking of any rule set forth in this agreement or in the CMI house rules and procedures.

*Examples are:*

- Failure to come to, or tardiness to church services, classes, or house meetings;
- Sleeping in class;
- Failure to work the program;
- Having un-approved visitors;
- Excessive conflict with other residents or CMI leadership (verbal arguments will not be permitted) (*Physical fighting or threats of physical harm is grounds for immediate expulsion*);
- Tampering with the thermostat settings;
- Smoking in any place other than designated areas.

Disciplinary Action Forms are kept in your permanent records and three (3) or more are grounds for Expulsion from the program. DA's will be available to judges, probation offices, other agencies, etc.

Remember: We are on your side!

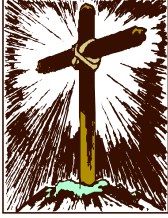
## Expulsion (or Dismissal) From the Program

Occasionally, residents must be dismissed or "expelled" from the program prior to completion of the restoration program when the resident fails to follow the terms and conditions set forth in this Resident Program Agreement. The following list provides some examples of offenses that are grounds for immediate expulsion. However, this list is not comprehensive but rather is intended to provide you with an idea of the type of offense that will lead to expulsion:

- 3 Disciplinary Actions (for any offense);
- Sowing discord (Proverbs 6:16-19) repeatedly or after your grace period;
- Physical fighting (or threats of physical harm) with anyone, residents and staff included;
- Use and/or possession of illegal drugs; positive drug test other than the one you were given immediately upon your entry into the program;
- Possession of firearms or other weapons;
- Destroying or stealing property (CMI will prosecute anyone caught stealing.);
- Rude or demeaning behavior toward others, including CMI residents and staff members;
- One or more nights away from the men's house without advance permission from CMI leadership;
- Knowingly allowing a non-resident to come to the CMI residence.

ChristTown also reserves the right to expel residents for any other reason that causes significant disruption to the program's operations.

If you leave or are asked to leave the program for any reason, anything left behind, including any funds in your resident account, will be disposed of at CMI's discretion. Re-entry into the CMI program must be approved by the CMI Men's Director and Pastor/Director.



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**Please indicate your understanding and acceptance of this agreement** by initialing each of the following items and signing and dating the page below the items:

- I give ChristTown Ministries, Inc. permission to use my name, my children's name(s) (if any), and/or our photographs, video and/or recording and other information related to myself and/or my children for news, publicity, advertising, newsletters, website and/or any other publication. I freely give this permission without recourse to ChristTown Ministries, Inc.
- I authorize ChristTown Ministries, Inc. (CMI) to disclose information included in my case file with other agencies, prospective employers, school officials and other entities and individuals as needed or requested and at the discretion of CMI. I further authorize CMI to request and receive information needed by CMI from other entities with whom I am or have been involved. I have read, understand and agree to this statement of authorization.
- I agree that I will not hold CMI, its employees (volunteer or otherwise) or other program participants responsible for any loss to or damage of my personal property or belongings, accident or injury to myself and/or my loved ones, or any expenses incurred by myself and/or my loved ones.
- I have read, understand and agree to abide by all contents of ChristTown Ministries, Inc. (CMI) Resident Program Agreement.

\_\_\_\_\_  
CMI Leadership Signature

\_\_\_\_\_  
Resident Signature

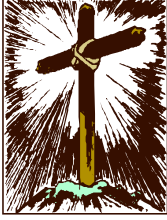
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CMI Leadership Name Print

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## **SUGGESTED CLOTHING LIST**

Bring only one bag, which can contain:

Bible  
2-3 outfits for work  
2-3 outfits for church  
2 sets of pajamas  
Toiletries (toothbrush, toothpaste, etc.)

*ALL CLOTHES MUST MEET DRESS CODE REQUIREMENTS SET FORTH IN THIS DOCUMENT. UPON YOUR ARRIVAL, CHRISTTOWN WILL CONDUCT AN INVENTORY OF WHAT YOU BRING.*