



**G.R.A.C.E. DISCIPLESHIP PROGRAM**

**G**GROWTH

**R**ESTORATION

**A**CCOUNTABILITY

**C**HANGE

**E**DIFICATION

## **I. PROGRAM OVERVIEW**

The Union Gospel Mission is a distinctively Christian organization and is operated for the purpose of helping men with spiritual, physical and emotional needs. The rules are established for those who want all of the benefits that this mission has to offer. While we do not “charge” our clients for our programs, the cost of providing this program for each man per week is approximately \$100.00. Each Member of the **G.D.P.** will be required to assist with fundraising to help offset the cost of the program. **Lack of financial resources will not disqualify anyone from this program.**

The Program is not offered to anyone as a free ride. It is offered to those who are willing to make a total and complete commitment to Jesus Christ. All applicants must understand that they are presenting themselves to God through the G.R.A.C.E. Discipleship program for help. **You are not joining the program to help us or to minister to others but because you are in need of assistance in your life.**

Being accepted into the **G.R.A.C.E. DISCIPLESHIP PROGRAM** and remaining on the **G.D.P.** will be determined by individual work ethic and program participation. Members of the **G.D.P.** who leave the **G.D.P.** before graduating or who are dismissed from the program will be subject to a six month wait before being considered for the program again. After 6 months from separation or dismissal the candidate may reapply for the **G.D.P.** Any member that leaves the program before graduation forfeits his rights to any belongings that were received as a result of being part of the **G.D.P.**

The Program is a long-term residential program, which lasts a minimum of 6-months. The application process for candidates of the **G.D.P.** will be as follows:

- ◆ First, the candidate must read and have a basic understanding of this handbook.
- ◆ Second, the candidate must fill out the application as completely as possible.
- ◆ Then the candidate will present himself to the Director for his interview.
- ◆ When a candidate completes the interview successfully, he will then be accepted into the 30-day evaluation period.

When a **G.D.P.** member completes a minimum of 6 months in the program, all of the material of the “Phases”, and reached the appropriate level of personal development, as determined by the staff, he will be given the honor of graduating from the Program.

## **II. GENERAL GUIDELINES**

The following guidelines are to act as a general pattern of behavior for participants of the Program. These rules include most but not all of the violations that will be grounds for disciplinary actions, including immediate dismissal from the program.

- † Possession of guns or ammunition or any other weapon.
- † Possession or use of illegal drugs, alcohol, or pornography.
- † Intentional destruction or misuse of TUGM property.
- † The use of Profanity directed towards anyone.
- † Making and/or spreading false or malicious statements concerning TUGM or those involved with TUGM.
- † Theft, fighting, gambling, or immoral/indecent behavior.
- † Insubordination and/or refusing to comply with work details.
- † Excessive tardiness or absenteeism from daily schedule.
- † Inability to live in harmony with other program participants.
- † Violation of any regulation, policy, or rule of The Union Gospel Mission.

The Union Gospel Mission staff, guest speakers, and teachers will use the King James Version of the Bible as their standard for preaching and teaching. Program participants are required to use the KJV in all classes and Chapel / Church services.

**Program participants are REQUIRED to exhibit a positive “Christ like” attitude.**

All participants are required to comply with random drug and/or alcohol testing.

The kitchen is **not** a break room! It is off limits to anyone not assigned to kitchen duties.

Program participants are expected to help with keeping utility costs down by keeping appropriate lights turned off and by keeping appliances, etc turned off when not in use. **Participants are not to adjust thermostats merely for personal comfort.**

## **III. PERSONAL CONDUCT**

### **A. GENERAL GUIDELINES**

The staff reserves the right to inspect / search all personal belongings at any time with or without notice. If personal belongings are kept locked a key must be furnished to the staff. Any items found that violate mission policies will be immediately confiscated and the person responsible will be subject to disciplinary procedures.

Program participants are responsible for keeping their personal areas neat and clean. Dirty clothes are to be kept washed regularly. **No food is to be taken into the bedrooms for any reason.**

## B. APPEARANCE / CLOTHING GUIDELINES

Program participants must maintain a neat and clean appearance at all times. Haircuts will be provided once a month by TUGM. Participants that choose to wear a beard must keep it trimmed and neat. Participants who do not choose to have a beard must be clean-shaven. No 5 O'clock shadows, scraggly whiskers, etc. Mustaches must be trimmed and must not extend below the corners of the mouth. **Hair must be CLEAN and neatly combed every day.**

Program participants **MUST** bathe, brush teeth, and use deodorant **EVERYDAY!** Aftershave is encouraged in moderate amounts. Monday – Friday each participant is required to be physically presentable and ready to start his day by **7:00 AM.**

Between the hours of **7:00 AM** until 9:00 PM all participants of the program must be fully clothed, pajamas are not to be worn during this time (unless you are in bed). Clothing is to be clean and appropriate at all times. At no time during these hours should any participant be in any stage of undressing except in the bath room. The daily dress guidelines are as follows:

- † No shirts with questionable graphics or advertisements may be worn, shoes & socks are to be worn, no overly tight or immodest clothing,
- † **NO sagging pants, no one wants to see your underwear.**
- † Long pants and collared shirts are required for all Church services.
- † Sunday Mornings a shirt with a collar and a tie are required for church, a jacket is strongly encouraged. No denim is allowed for Sunday Morning Services. Any “Special Meeting” such as visiting another church or special meeting at the mission, a shirt and tie are required.

Due to space restrictions clothing must be limited to the following restrictions:

7 – shirts	7 – pr of pants	7 – sets of underclothes (t-shirts, underwear, socks)
2 – suits	1 – jacket (windbreaker)	1 – winter coat
4 – pr of shoes	1 – pr of shower shoes	

If you need further instruction, please contact a staff member.

## IV. DAILY SCHEDULE

### MONDAY THRU FRIDAY

6:30 AM	WAKE UP	12:30 – 1:00 PM	BREAK
7:00 AM	DEVOTIONS	1:00 – 2:50 PM	CLASSROOM
7:30 AM	BREAKFAST	2:50 – 3:00 PM	BREAK
8:00 – 9:50 AM	WORK DETAILS	3:00 – 5:00 PM	WORK DETAILS
9:50-10:00 AM	BREAK	6:00 PM	SUPPER
10:00-NOON	CLASSROOM	7:00 PM	CHAPEL
NOON-12:30 PM	LUNCH	11:00 PM	LIGHTS OUT

## SATURDAY

8:00 AM	Wake Up
8:30 – 9 AM	Breakfast
8 – 10:00 AM	Daily Chores (Laundry, Beds, etc)
10 AM – 11:30 PM	Free Time (After chores are done)
1 – 1:30 PM	Lunch
6:00 PM	Supper
11:00 PM	Lights Out

## SUNDAY

8:00 AM	Wake Up
8 – 9:00AM	Breakfast
10:00 - 12:30 PM	Lunch (immediately after Church)
6:00 PM	EVENING WORSHIP
6 – 7 PM	Light Supper
1 – 11:30 PM	Free Time (not incl. Chapel/Church)
11:00 PM	Lights Out

### NO ONE IS TO BE IN POSSESSION OF ANY TOBACCO PRODUCTS DURING ANY “GROUP” TRIP TO CHURCH / SPECIAL SERVICE

Smoking will only be allowed during designated “Smoke Breaks” and “Free Time”. Anyone smoking outside of these times will be subject to Disciplinary Action.

This schedule may be changed without notice at the discretion of the Staff.

*Any GDP participant who is unable to meet the daily schedule because of illness, will be required to spend **24 hours in bed**; only being able to get up for meals and restroom. Should this happen on a Friday all passes for the following Saturday will be denied. This will help facilitate a quicker and more complete recovery from the ailment. **During this 24 hours all privileges including smoking are revoked.***

## V. VEHICLE GUIDELINES

Program participants who have vehicles must turn in their keys upon checking into the program. The Union Gospel Mission will not be held responsible for vandalism, theft, or any other difficulties related to vehicles.

No smoking in any UGM vehicle.

## VI. TOBACCO GUIDELINES

The Union Gospel Mission is a tobacco free facility. Cigarettes, cigars, pipes, chewing tobacco, etc. are to be kept concealed at all times. If any tobacco product is left laying around or in open sight it will be confiscated and destroyed. Participants are encouraged to terminate the use of tobacco products in their life and are required to abide by the smoking times as set by the staff. Tobacco usage is a destructive habit and greatly inhibits one’s spiritual walk with Christ.

When we go as a “group” to special services or occasions (church, conferences, etc) no tobacco products are to be brought.

## **VII. DISCIPLINARY GUIDELINES**

Disciplinary guidelines are absolutely necessary in order to maintain good order, efficient operations, and the safety and well being of program participants. The object of these guidelines is to encourage the positive behavior of program participants and to correct inappropriate actions when they are displayed.

The disciplinary guidelines are as follows:

For a first infraction or a minor infraction a participant may receive counseling from the staff at the staff's discretion. For a more serious infraction or where verbal counseling has failed to yield positive results, a participant may receive a "write-up" from the staff. Write-ups during the program may result in the following actions:

**First Offense:** Verbal warning and counsel from staff; some disciplinary action.  
**Second Offense:** Written warning filed and counsel from staff; some privileges revoked.  
**Third Offense:** Dismissal from the G.D.P. and subject to normal re-admittance policy.

Write-ups may be for the same type of infraction or may be for different types of infractions. A participant may provide a written comment for attachment to a write-up prior to filing of the notice in the participant's personnel record. The participant's signature on the write-up does not necessarily indicate agreement or disagreement, but only that the participant has viewed and been informed of the write-up. For that reason, refusal to sign a write-up constitutes insubordination.

## **VIII. FINANCIAL GUIDELINES**

All participants of the **G.D.P.** are required to assist with fundraising efforts when necessary.

Any **G.D.P.** member who receives a monthly check (retirement, disability, etc.) will be required to submit a **minimum** of 30% of that check to The Union Gospel Mission for their upkeep during their time in the **G.D.P.** The remainder of the income must be placed in the bank for savings purposes. All bills and payments must be discussed with the staff of The Union Gospel Mission.

Occasionally there will be opportunities for **G.D.P.** members to work (for hire) outside of the mission. On these occasions a portion of the pay will be submitted to The Union Gospel Mission to offset costs of providing this program.

Any fee that is paid will be forfeited if a program member is dismissed for rules violations.

**50% OF ALL PAYMENT FOR WORK DONE (YARD WORK, MOVING PEOPLE, ETC) WILL GO TO UGM. THE REMAINDER WILL BE HELD BY UGM AND GIVEN TO EACH INDIVIDUAL ON AN "AS NEEDED" BASIS.**

ANY MONEY SENT TO THE A MEMBER OF THE G.R.A.C.E. PROGRAM MUST BE TURNED IN TO THE OFFICE TO BE HELD FOR THAT PROGRAM MAN AND ISSUED BACK TO THEM ON AN “AS NEEDED” BASIS.

LOANING OR BORROWING MONEY FROM ANY G.R.A.C.E. MEMBER OR BOARDER (OR VISITOR) IS NOT ALLOWED. ANYONE CAUGHT DOING THIS WILL FORFEIT THE AMOUNT OF MONEY THAT CHANGED HANDS.

ANY G.R.A.C.E. MEMBER WITH AN EXCESSIVE AMOUNT OF CASH ON THEM AT ANY TIME WILL FACE DISCIPLINARY ACTION (UGM STAFF WILL DETERMINE WHAT IS AN “EXCESSIVE AMOUNT”).

ANY G.R.A.C.E. MEMBER WHO RECEIVES AN INCOME IS REQUIRED TO SUBMIT MONTHLY STATEMENTS DETAILING WHERE THEIR MONEY IS (INCLUDING PROOF – SUCH AS BANK STATEMENTS OR RECEIPTS). ANY EXPENDITURE THAT CANNOT BE EXPLAINED OR THAT VIOLATES THE POLICIES OF UGM WILL RESULT IN A FORFEITURE OF AN EQUAL AMOUNT OF MONEY.

## **IX. PRIVILEGES**

### **A. TELEVISION / ENTERTAINMENT / COMPUTERS**

Television is to be considered a privilege, not a right. It is the responsibility of every man in the Program to monitor the content of the programs. No program that glorifies open immorality is to be watched. No program with foul language is to be watched. All work details must be completed prior to any television/entertainment privileges.

ALL VIDEOS, DVD’S, ETC; MUST BE APPROVED BY STAFF IN ADVANCE.

Program participants are encouraged to use entertainment that will glorify the Lord. If a participant struggles with entertainment (music, television, etc) that is in opposition to the philosophies of The Union Gospel Mission they will forfeit their right to possess radios, phones, or other entertainment items.

Television is only to be watched during the following times:

Friday	6:00 PM until 11:00 PM (not including chapel time)
Saturday	10:00 AM until 11:00 PM (not including chapel time).
Sunday	1:00 PM until 11:00 PM (not including chapel time).

### **B. VISITATION**

Visitation privileges are secondary to the participant’s obligations to the Program. Visitation is to take place only in the Chapel, the dining room, or outside / public areas. No visitor is allowed anywhere else without staff approval.

**NO VISITORS WILL BE ALLOWED ON THE PROPERTY WITHOUT PRIOR APPROVAL FOR EACH VISIT.**

\*While visitors are welcome to our chapel services, visitation must not take place during any chapel service, church service, or work detail.

### **C. SATURDAY PASS**

After a participant has completed 30 days in the program and completed all requirements for “Phase I” they are eligible for a Saturday pass. Saturday passes are to be taken between the hours of 10:00 AM until 6:00 PM. The length of a Saturday pass is determined by the length of time a participant has been in the program. A participants Saturday pass may be revoked by mission staff for disciplinary reasons. **Saturday passes must be requested in writing by Thursday 9:00 PM. Passes will be approved or denied by Friday 12:00 Noon.**

### **D. APPOINTMENTS**

All appointments (doctor, lawyer, etc.) should be made in advance, and should be scheduled for Monday and Thursday mornings. **Staff should be notified of all appointments in writing 24 hours in advance.** Transportation to and from appointments will be provided “as available”. During the week any one leaving the property for personal errands, such as going to the store, etc., must be approved by staff and must be done during the participants “Free Time”.

**NO ONE IS TO LEAVE THE PROPERTY FOR ANY REASON WITHOUT STAFF APPROVAL!**

### **E. TELEPHONE**

Phone privileges are allowed for the program participants only during free times. If you are on the phone and another call “beeps” in, let your party know you have to take another call and you will call them back. Then hang up the phone and wait for it to ring. During business hours any incoming personal phone calls will be asked to leave a message.

\* Phone calls must not take place during any chapel service, church service, or work detail.

If you answer the phone please answer it professionally. Answer incoming phone calls in the following manner: “Union Gospel Mission” If the caller needs information on one of our guests or program members you must refer them to a staff member. If no staff member is present inform the caller that you can take a message or they can call back later. **Write down all messages!**

### **F. LAUNDRY**

All dirty clothes are to be laundered **EVERY WEEK!** No laundry should be left unwashed longer than 7 days. When washing laundry, please use only ½ of a scoop of detergent. No laundry is to be left in the laundry room over night (including in the machines).



**The administrative staff reserves the right to amend  
the rules for the betterment of the mission.**

**I have read and/or have had the rules explained to me. I understand  
them and accept them. I also understand that any willful violation  
of the rules will result in disciplinary action.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Name** \_\_\_\_\_ **S.S. #** \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_

**Position:** \_\_\_\_\_