

New Covenant Outreach, Inc.

ACTS AMERICA
School of Pentecost

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Office Hours

Tuesday - Friday
9am -4pm

New Covenant Fellowship Church

Sunday Morning Worship - 10:00am
Sunday Evening - 6:00pm
Wednesday Evening - 7:30pm
Friday Evening - 7:30pm

Christian Discipleship Programs for Men

Jacob House and Zadok House

P.O. Box 333
Goldsboro, North Carolina 27533-0333
919-735-9276 and 919-735-3093

Jacob House/Zadok House Chapel Services

**Monday-Tuesday-Thursday
7:30pm**

JACOB HOUSE ZADOK HOUSE

Life Changing Christian Discipleship Program For Men

STUDENT MANUAL



*“And Jacob called the name of the place Peniel:
For I have seen God face to face
And my life is preserved...”
(Genesis 32:30)*

NOTES

NOTES

Dear Student,

Welcome to New Covenant Outreach! We thank God for allowing us to be able to minister to you. Our purpose is to help and reach out to those who are seeking a genuine change, to those who are sick and tired of being "sick and tired". To those who are willing to open their heart to the Lord and submit to the Program's rules and regulations.

We are a Christian Discipleship Residential Program providing a 12-18 months Christ centered, Bible based, structured environment. All activities are geared to lead you and provide an opportunity to receive Jesus Christ as Lord and Savior. Our purpose is that you may surrender your life to Jesus and experience true forgiveness, true peace, and the reality of His transforming power. This reality becomes possible when you surrender without reservations and wholeheartedly with a sincere heart.

*The purpose of the Jacob House Student Manual is to furnish and familiarize you with most of the rules and regulations that you are required to maintain. These rules serve as guidelines to help stay within the framework of the Program and provide a challenging structure that will allow you to grow spiritually, mentally, and emotionally. **Obedience** is the most essential factor in the Program. True change can only occur when obedience is practiced. Those who put forth a sincere effort and allow us to help them in areas of their lives will benefit the most. Those who respond to God and seek Him daily in a personal manner will experience a gradual significant transformation.*

We hope that you have determined to change no matter what the cost. We pray that you allow God's love and power to work in you as you totally commit yourself to the Lord and the Program.

We love you and want to help you ---welcome to our family!

*God Bless You,
The Jacob House Staff*

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The Jacob House Student Schedule

HOLIDAYS		
6:30	7:25	Wake-up/Room Detail
7:30	8:20	Breakfast/House Details
8:30	9:30	Chapel
9:30	10:00	In-Room Devotion
10:00	12:00	House-Work Details/Free Time
12:00	1:00	Lunch Prep/Lunch/Clean-up
1:00	4:45	Free Time, Shopping, Recreation, and Video
4:45	5:40	Showers
5:45		Dinner Prep/Dinner/Clean-up
7:00	8:15	Free Time/Fellowship
8:20	8:50	Light Snack
9:00		Prayer for Service
9:30		In-Rooms
10:00		Light Out

The Jacob House Student Schedule

SUNDAY		
6:00		Wake-up
6:15	7:45	Showers
8:00	8:30	Breakfast Clean-up
8:50		Depart for Church
1:30	2:30	Lunch Clean-up
2:30	4:30	Free Time
4:30	4:45	Prayer Devotion
4:45		Prep for Church
5:20		Depart for Church
8:30	9:00	Light Snack/Clean-up
9:00		Fellowship
9:30		In-Rooms
10:00		Light Out

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The Jacob House Student Schedule

SATURDAY		
6:30	7:25	Wake-up/Room Detail
7:30	8:20	Breakfast/House Details
8:30	9:30	Chapel
9:30	10:00	In-Room Devotion
10:00	12:00	House-Work Details/Free Time
12:00	1:00	Lunch Prep/Lunch/Clean-up
1:00	4:45	Free Time, Shopping, Recreation, and Video
4:45	5:40	Showers
5:45		Dinner Prep/Dinner/Clean-up
7:00	8:15	Free Time/Fellowship
8:20	8:50	Light Snack
9:00		Prayer for Service
9:30		In-Rooms
10:00		Light Out
		PLEASE NOTE 12:00-6:00 Visitation/In-House

The Jacob House Student Schedule

FRIDAY		
5:15		Wake-up
6:00		Prayer (Church)
7:00	7:30	In-Room Devotion
7:30	8:00	Room Detail/Clean-up
8:00	8:30	Breakfast
9:00	12:45	Work Detail
12:00	12:40	Lunch Prep/Lunch/Clean-up
12:40	5:00	Work Detail
3:45	5:00	Shower Time
5:15	6:15	In-Room Devotion/Prayer
6:20		Depart for Church
10:15		Light Snack/Clean-up
11:00		Lights Out

The Jacob House Christian Discipleship Program

THE JACOB HOUSE: An Outreach Ministry of New Covenant Outreach, Incorporated in Goldsboro, North Carolina. The Jacob House is an in-resident program for men working to overcome life controlling problems. Through *counseling, bible study, prayer, and discipleship training*, residents gain a personal relationship with God and prepare to live overcoming lives that are both healthy and productive. The goal of the Jacob House is that participants be equipped to care for their own spiritual and physical needs, and live as mature members of the church and in society.

LOCATION: 807 and 809 East Mulberry Street, Goldsboro, North Carolina.

FUNDING: The Jacob House/Zadok House operates without government funding and it is not underwritten by any organization. Funding comes primarily from New Covenant Fellowship Church, staff support (rent), private and individual donations. There is a non-refundable entrance fee and a monthly charge for room and board. However, as the men progress in the Jacob House/Zadok House they become responsible for food, basic necessities for personal hygiene, and local transportation. to include their monthly room and board charge. This money is paid from the student's account *only after* employment is secured and the funds are available or by an outside source. *Medical and dental expenses are the responsibility of each student.*

LENGTH OF PROGRAM: Approximately twelve to eighteen months. Actual length of the program will be based upon individual need.

ADMISSION: The Jacob House is for men 18 and older. The program is totally voluntary. The conditions for entry are that the person has a need and expresses a strong desire to change his life style. *The Jacob House Program is totally Christ-Centered.* Although applicants need not confess any faith or religion, they are admitted with the conditions that they will seek the Lord Jesus Christ while here.

Local men interested in entering The Jacob House may contact us by telephone to arrange for an initial interview. Prior to entry, he **must** attend *four (4) consecutive church services at New Covenant Fellowship Church and one (1) chapel service at the Jacob House.* He is required to be on time. Telephone interviews are arranged for out of state resident. Also, prior to entry written results of a medical examination (**to include written results of HIV test, TB and STD tests**) must be provided.

The Jacob House Student Schedule

THURSDAY		
5:15		Wake-up
6:00		Prayer: Church
7:00	7:30	In-Room Devotion
7:30	8:00	Room Detail/Clean-up
8:00	8:30	Breakfast
9:00	12:00	Work Detail
12:00	12:40	Lunch Prep Lunch/Clean-up
12:40	5:00	Work Detail
3:45	5:00	Shower Time/ Dinner Prep
5:30		Dinner/Clean-up
6:45	7:30	In-Room Devotion
7:30	8:30	Chapel/Prayer
8:30	8:45	Light Snack
8:45	9:25	In House Free Time
9:30		In Rooms
10:00		Lights Out

The Jacob House Student Schedule

WEDNESDAY		
5:15		Wake-up
5:50		Prayer (Church)
7:00	7:30	In-Room Devotion
7:30	8:00	Room Detail Clean-up
8:00	8:30	Breakfast
8:30	8:45	Clean-up
9:00	10:00	Class
10:15	11:15	Class
11:15	11:50	Group Study
12:00	12:40	Lunch Prep/Lunch/Clean-up
12:40	2:30	Work Detail
2:30	3:45	Free Time
3:45	5:00	Shower Time
5:15		In-Room Devotion/Prayer
6:20		Depart for Church
10:15		Light Snack/Clean-up
11:00		Lights Out

If a person is physically disabled (i.e., unable to walk up and down stairs, sit/stand long hours, or have severe medical problems requiring medication) you **will not** be able to go through the Program. There will be *no smoking* on or around the property.

PROGRAM: We provide a livable, spiritual, and practical learning environment for approximately 12 to 18 months. This Program consists of structure and discipline through which students learn personal responsibility for their life and actions. In order to get full benefit out of the program, completion is important and required. We offer Bible classes and counseling, with emphases on personal devotion and prayer. Students study lessons using the individualized Bible and Christian Growth curriculum. The purpose of the work/house detail program is to teach individual responsibility, work skills, and team cooperation. Our goal is to teach each student to pay attention to details and work in harmony with co-workers and supervisors. Each student learns to set goals and to work until the goal is attained. With these tools he can learn to make responsible decisions.

ENTRY PROCEDURE

Welcome to the Jacob House! We are so glad you are here! It is our sincere desire for you to grow as a Christian. To help you start going in the right direction, there are some preliminaries that must be accomplished:

1. An entrance fee of \$150.00 and a 1st month room and board charge of \$150.00 is require upon arrival.

2. Turn in all monies, ID cards, driver's licenses, medical forms, and medications.

3. There are certain forms to be read and completed within 24 hours of arrival.

4. All your belongings *will be thoroughly searched* including the clothing you are wearing. We don't want you to have any thing that will damage or prevent your growth or that is harmful to you or others. Any item we feel would conflict with the Program will be discarded.

5. All articles of clothing you bring with you will be washed including the items you are wearing. During the first day all students **must** shower.

6. You will be given items necessary for your personal hygiene and cleanliness, if you do not have them upon arrival. It is your responsibility to replace them for other new arrivals.

7. **You will be given a conservative haircut.**

8. You will be taken to your assigned room by our staff. There will also be a Big Brother assigned to help you during the initial weeks of adjustment.

9. Please read the Student Manual first few days here. The staff will go over the student manual with you. If you have any questions, please ask Interns.

The Jacob House Student Schedule

MONDAY & TUESDAY		
5:15		Wake-up
5:50	7:00	Prayer: Church
7:00	7:30	In-Room Devotion
7:30	8:00	Room Detail/Clean-up
8:00	8:30	Breakfast
8:30	8:45	Clean-up
9:00	10:00	Class
10:15	11:15	Class
11:15	11:50	Group Study
12:00	12:40	Lunch Prep/Lunch/Clean-up
12:40	2:30	Work Detail
2:30	3:45	Free Time
3:45	5:00	Shower Time/Dinner Prep
5:30		Dinner/Clean-up
6:45	7:30	In-Room Devotion
7:30	8:30	Chapel/Prayer
8:30	8:45	Light Snack
8:45	9:25	In House Free Time
9:30		In Rooms
10:00		Lights Out

(The Staff reserves the right to make schedule changes at any given time.)

APPENDIX

• Student Schedule

PHASE ONE: INTRODUCTION

You will begin the program in what is known here as “**Phase One**”. This phase lasts approximately six months but is primarily dependent upon your progress and adjustment in the program. It consist of ***participation in the curriculum studies, work details, personal chores, openness in counseling, openness to work on problem behaviors, and an emphasis on personal devotion and prayer.*** During this phase you will *learn or relearn* the basics of a personal relationship with God, responsible daily living, and treating others with dignity and respect. These basics are designed to help you gain a sense of order and discipline in your responsibility in participation for Phase two of the program. In order for growth and change to take place in your life and become apparent to the staff and others, we encourage you to apply yourself in every area of the program. The staff evaluates each student’s personal growth and readiness for Phase Two. ***If you have not completed Phase One of the Program by the end of your six month, the staff will consider termination for failure to fully apply yourself.*** So get ready for lots of changes and challenges! God has great things for you and wants you to dedicate yourself to the work of rebuilding your life. He wants to help you start that rebuilding process right now! Things can be different for you, starting **today!** ***Remember, we’re praying for your success!***

ENTRANCE TO PHASE TWO

After six months (180 days) in the Program, students will be evaluated and based on staff recommendations students will enter **Phase Two** of the Program. The areas evaluated and considered in each student’s progress include:

1. An active desire for the things of God and to work on a personal relationship with Him.
2. A willing and teachable attitude to look at personal problems and behaviors.
3. A desire and honesty to get beyond denial as a way of protecting yourself.
4. An eagerness to become personally involved in the program and with others.
5. A willingness to get along with others.
6. Submissive to authority, not grudgingly obedient.

7. Willingness to obey the standards and procedures of the House.

8. Consistency in positive behavior patterns and to have begun work on relationships with family members.

This will assist the staff in determining if there is a common goal desired by the individual student and offered by the program. When approved for Phase Two of the program, additional *privileges* will be given (unmonitored phone calls, increased freedom, etc.) as well as additional responsibilities.

PHASE TWO: (The Zadok House)

Phase Two is six to twelve months. It consists of a work program, counseling, and personal growth with an increase emphasis on prayer and devotion. During this phase of the program employment is secured, part-time employment and then full-time. Transportation to and from work is, also, provided.

This Phase allows the students to work on some deeper issues in his life and grow in his relationship with The Lord. This is, in many ways a more intense phase of the program because more “walls” are worked on and dismantled. Staff members will assess the student’s maturing process and his increasing ability to handle daily situations. Particular behaviors that could be destructive will be pointed out and addressed (*manipulation, inappropriate displays of anger, not properly dealing with frustration, an inability to express emotions or thoughts, etc.*).

Also, this time should help the student gain or regain a sense of who he is, and who he is in Christ. He will be given opportunities to contribute to the well being of the House through the use of his gifts and talents. The House’s job will be to help him gain skills to enable him to function in a work environment.

COMPLETION OF PHASE TWO

The requirements for completion of Phase Two include the following:

1. A personal relationship with Jesus Christ.
2. Completion of all required curriculum.
3. Consistent display of mature behavior and attitudes consistent with Biblical standards.

family will be evaluated on an individual basis. ***Please note, common law status is unacceptable (marriage certificate is required).***

VEHICLES: When traveling to and from your destination, you must remain in the same vehicle. There will be no saving seats for others. There will be no eating or drinking unless permission is given by staff. ***DO NOT LEAVE TRASH IN VEHICLES!*** Each person is responsible for picking up trash they see. Please help keep the vehicles clean.

WAKE UP: When waking up, please maintain a low volume, even if you are praising God. Please use a considerate tone that will bless others. The morning is a time to mediate and to be as quiet as possible.

WINDOWS: Residents are not allowed to be looking out of the windows having conversations with people in the area. Absolutely no one is to get dressed in front of the windows.

WOMEN: No residents is allowed to speak, send letters, or in any fashion or form of communication with the women in and round the Church/Property. Please do not stare, making yourself obvious. You came to the Jacob House to get help. Please keep yourself in a respectable manner. Anyone flirting or maneuvering in any way could be dismissed from the program.

WORK DETAILS: The primary purpose of work details in our program is to help teach individuals how to relate to others, to learn how to give and how to take directions, and to develop an initiative to assume responsibility for the task at hand. These will help you tremendously, now and in the future. All work schedules must be complied with.

1. Each student is required to do regular work details. You should accept your assignment as adults, complaints will not be tolerated.
2. Details for each student will be announced by staff in charge.
3. If you complete a job early, you are responsible to look for and find the person in charge and request another assignment.
4. If details are not completed properly, discipline will be given.
5. When outside, *Do not* leave the work area without permission or engage in conversation with people passing by or walking or driving around the work area.

ashamed.

THREATS: Anyone that is threatening the staff or residents will be immediately dismissed. There will be no opportunity to come back.

TIME: The time in the chapel is the official time for all activities.

VISITATION: As you become eligible you are allowed *in-house visits and home visits*.

1. **IN-HOUSE VISITS:** During the *first month* in the Program, there will be no In-House Visits. During the *second month*, you are eligible for one 3 hour visit in the House. *One month after your first visit*, you are eligible for *two* 3-hour visits per month (*every other week*). During the *third month*, you are eligible for *two* 3-hour visits on the immediate property. During the *fourth to the sixth month*, you are eligible for *two* 6-hour visits on the Property.

The following guidelines are to be kept during in-house visitation time:

- a. All visitors should dress discretely. Any dress we deem inappropriate must be corrected, if not you could lose your visiting privileges.
- b. Please display respectful and mature behavior toward your visitors. This means practicing discrete mannerism. Kissing, hugging, walking around holding hands is not permitted (married students).
- c. Visitors can bring coats, clothes, shoes, slippers, sneakers, toiletries, stationary, and cash. All personal items like cassette player, radios, musical instruments, jewelry, T.V., barber equipment, books, magazines, and newspapers are not allowed.
- d. If visitors would like to feed everyone by bringing food, that is okay, but everyone should be included. We prefer for this not to be too frequent, but once in a while. No residents are allowed to socialize with females who are not visitors.

2. **HOME VISITS:** *After six months* in the Program, you are eligible for Home or Off-the-Property visits. During *the seventh to ninth month*, you may have *two (2) 6-hour visits, every other week*. These visits begin at 12 Noon. During the *tenth to twelfth month*, you may have one (1) *12-hour visit and one over night* (24 hour per month). These visits begin at 9:00AM. Failure to return on time will result in having your visitation privileges revoked. *Enjoy your visit!* These visits are limited to immediate family. Other relationships outside of the

4. An openness and honesty concerning his strengths and weaknesses.

5. A willingness to work on negative behavior patterns pointed out by staff.

6. Positive relationships with others

PHASE THREE: RE-ENTRY

Phase Three is a re-entry period of practical application outside the Jacob House. This time allows the student an opportunity to put into practice what he has learned during Phase One and Phase Two, while still maintaining contact with the Home.

Each student must receive Pastoral counseling each month during this period (to check his progress and to provide encouragement and support).

GRADUATION

The qualifications for graduation are as follows:

1. The student must be out of the residential program for at least six months before he can participate in graduation.
2. There must be positive reports received concerning the student's progress outside the Jacob House. Recent reports must show that the student is chemically free (alcohol, illicit drugs, nicotine), condition of his life (including sexual life) based on Biblical standards, and evidences of a personal relationship with the Lord.
3. The student must consistently attend church.

PROGRAM STANDARDS and PROCEDURES

The following standards and procedures are in alphabetical order for easy reference.

ACCOUNTABILITY: Each resident is accountable for his own actions, words, and daily behavior towards the staff and residents. Blaming others and justifying a negative response is inexcusable and unacceptable. **Make sure someone knows where you are at all times.** You must leave each Church Service with an intern from the Jacob House unless otherwise instructed.

APPLYING YOURSELF: This is your program. How much you receive from this program will depend mostly on YOU! We believe God can change your life and we are here to help you. It is very important that **YOU** apply yourself fully to get the most for your future success.

ATTITUDES: Maintaining a positive Christ like attitude is essential to your progress in the program. Learning to respond to others with respect, patience, consideration and love will demonstrate your desire to really change and grow. Forgiveness, confessing your faults to GOD and others should be a daily occurrence. Even when others may seem to approach you in the wrong manner; maintaining your attitude is important and dealing with the person accordingly will cause growth in you. A refusal to change a negative attitudes such as; prison mentality, rebellion against authority, unwillingness to accept teaching, unwillingness to be submissive, ungratefulness, and stubbornness will affect you and jeopardize your stay in the program as well as your future. *Proverbs 28:13 says "He who covers his sins shall not prosper: but whosoever forsaketh them shall have mercy. Proverbs 29:1 emphasizes, "He, that being reprov'd (corrected) hardeneth his neck shall suddenly be destroyed, and that without remedy."*

BEDS: Beds are to be made immediately after waking up. *Absolutely nothing should be hanging or placed on the bed.* No one is allowed to lie down on their bed before bedtime. Written permission must be obtained from a doctor for bed rest. Permission for sick rest must be granted by the staff on duty.

BEDTIME: The schedule furnishes the times when everyone must be in their rooms and lights must be turned off. After a brief night prayer all rooms and lights **must be** turned off and all conversation should cease. Consideration and respect are to be displayed towards others who need to rest. When out of bed a robe and slippers must be worn.

BEHAVIOR: While you are in the program it is necessary for you to be continually aware of your behavior or conduct. It is vital for you to know your areas of weakness in order for you to ask GOD to help you over-

privilege and can be taken away at anytime. Purchases will be supervised, all bags will be inspected upon returned, and receipts are required for each purchase.

SHOWERS: Showers should be 15 minutes. Please be considerate of others who will be waiting on you. No clothes will be washed in showers to include underwear, etc.

SICKNESS: Please make every effort to get up when you are sick. Your room coordinator should notify staff before Morning Prayer in the chapel if someone is sick. Only if you have a fever will you be allowed to stay in bed. Otherwise, the staff will determine if you are to get up for the day. If a student is too sick to get out of bed, he will be given a sick tray which is equivalent to toast and water or juice only for breakfast; and soup and crackers for lunch and dinner. *Full meals are not allowed.*

SOUND EQUIPMENT: Residents are not allowed to touch any of the sound or VCR equipment. Only assigned students are authorized to handle equipment.

STAFF MEMBERS: We are grateful for our staff. They purposed their lives to serve God, to serve fellow-staff, and serve you. They have finished the program and today are helping others. The staff's genuine desire is that each resident will develop a personal relationship with Jesus. They are here to help you learn about God and yourself, and to help you grow in areas you have not wanted to face. At times you may not feel the staff's overall intention is to see you make it, but don't let your feeling, nor your thoughts, nor what somebody else tells you dictate to you. We are here to see God change your life as you open up to Him and the staff. It will be hard, but God can do it. Remember, in spite of your opinion of a staff you must learn to obey and submit. As you begin to obey and fulfill your obligations you will experience the benefits of spiritual and emotional growth. If God has a calling in your life you must learn to be led before you lead. Obedience is the key issue. God is looking for men who will learn to obey their authorities so that one day He can use them to lead others.

STUDY TIME: Please take every opportunity to do your school work and maintain a study time that will help you learn the word of God. We have scheduled study time and everyone must be quiet and considerate, so as to not interrupt anyone studying. The Bible favors the man that studies. ***Timothy 2:15 says, "Study to show yourself approved unto God, a workman that need not be ashamed, rightly dividing the word of truth."*** God approves of the man who sincerely studies the word and applies it. The man who obeys the word will never be

ROOMS:

1. Rooms, desks, dressers and lockers are to be kept neat, clean, and orderly at all times! Shoes must be neatly aligned.
2. Room doors **must** remain open at all times.
3. Lights are to be turned off when leaving your room.
4. *Please do not tack, tape, staple, or nail anything to the walls (this includes window areas and closets).*
5. You may have two items on your dresser tops. Do not decorate window ledges.
6. Close all windows when leaving the house for an extended period of time.
7. Close all blinds by sunset, when undressing and during hot weather.
8. Men are not allowed in each other's rooms until they are in Phase II of the program. If you need to ask a question, go to the door and ask.
9. Men are not allowed in Staff's rooms at anytime without permission. Failure to comply with this may result in dismissal.
10. Only hard candy and gum will be allowed in your rooms. Your family may feel free to bless you with this. *(Only 1 bag please)*
11. Men may only use assigned restrooms. Interns' restrooms are off limits. **EXCEPTIONS:** Students assigned.
12. Room details are done daily. Extensive house details will be accomplished on scheduled.
13. On Sunday mornings, each man is responsible to complete his details before leaving for morning service.

SCHEDULES: Each resident is responsible to know the schedule. Stay alert, and be prompt. Every activity is important. A schedule should be posted in your room as well on the first floor Bulletin Board. The Staff reserves the right to make schedule changes at any given time. See Jacob House Schedules, *pages 37-43*.

SHOPPING: Shopping is done on designated days and times. Students will be accompanied by a staff. Students must stay in groups of two's and should not go off by themselves. Remember shopping is a

come them and for you to grow spiritually and emotionally. Your outside behavior is a reflection of what is going on in your heart. God's power can help transform your everyday habits and attitudes, so that all you do will please Him. Screaming, yelling, raising voices, and rough housing **are not** allowed at any time. There is to be *no smoking, drinking alcohol, using drugs, fighting, cursing, or deceitful behavior*. Manners go a long way in helping everyone to live peacefully here at home. Please make sure you treat other men, visitors, and staff with courtesy and have respect for their personal things.

BORROWING/LENDING: No borrowing or lending of personal items is permitted without prior staff approval. You **may not** use someone else's property **without** their permission.

CLEAN-UP: Each job that is assigned to you is extremely important! Please, do it completely and correctly with love. Use proper equipment and cleaning supplies. Be punctual and responsible for every task that is assigned to you, it will benefit your spiritual growth. Whatever you do, do it with all your heart and strength. Do it for God as if God Himself would check it. Never forget that your job performance is a reflection of your spiritual progress in the Program.

CHURCH/CHAPEL: When entering church or chapel services, please show reverence and respect for God. You are expected to arrive at all Chapel Services at least 5 minutes before scheduled time. There is to be no gum chewing, eating candy, note passing, reading, improper posture, or sleeping during Chapel/Church Services. You are to always sit with other students. Bibles are to be brought to all Church and Chapel Services. Also bring a pen and some paper to take notes. While in Phase 1, you will need to take notes in **all** Church and Chapel Services unless otherwise instructed. This is designed to help you pay attention and get more out of the message. These notes are to be given to staff members upon request. No scribbling on notes. Please take care of your bathroom needs prior to Church/Chapel. You will not be allowed to go to the restroom during Church/Chapel Services (**EXCEPTION: Emergencies!**). When in these Services, you should always respect the leading of the Holy Spirit from those in charge of the Services. **Always respect directions concerning prayer, worship, standing, sitting, etc. This will teach you to discern and respect the moving of the Holy Spirit.**

CHURCH BEHAVIOR:

1. We arrive at least 30 minutes prior to Services to pray for that particular Service and to ask God to prepare our hearts.

2. You should be in an attitude of prayer before the Service begins. You **may not** talk or go in or out during the Service.

3. At all Services you are expected to focus your attention on those conducting the Service, not staring at the people around you.

4. Please, **do not** slouch or place your feet on walls or chairs.

5. **No sleeping, gum chewing, eating candy or note passing.**

6. Resolve conflicts with each other before the service starts so the Holy Spirit **will not** be hindered.

7. **Do not stare at ladies. Do not talk with ladies alone.** Do not initiate conversations with ladies. An intern must **always** be present in this situation.

8. Make sure your conversations are fitting for a man of God.

9. Questions should be directed to the Intern on duty.

10. **Do not leave the immediate area without permission.** Fellowship is in the immediate seating area (i.e., before church, after church, fellowship time, etc.). **Children must be accompanied by parents in the Jacob House section.**

11. Students along with an intern will return to the Jacob House 15 minutes after each service.

COMMUNICATION: While in the Program we want to help you grow in your relationship with Jesus. Sometimes other relationships with other family members or friends can hinder this growth. Because of this, there will be limitations on the people you can communicate with. **Communication will be limited to family members only (parents, sisters, brothers, grandparents, children, wife, etc.).** Proof **must be** provided in your records to document marital status. There **will be no communication** with girlfriends (common law, etc.), step-brothers, female cousins or other friends unless approved by the Director.

Letters: You will not be able to receive or send mail during your first **30 days** in the Program. Once you are able to write letters, you will need to supply your paper, envelopes, and stamps. **All of your incoming and outgoing mail and packages will be opened in the presence of a staff member and all monies will be put in your account.** Any contraband will be discarded.

e) Monthly In-House Visitation: (See Visitation)

f) Monthly Home Visits (See Visitation)

NOTE: *Communication and visits are limited to immediate family. Other relationships outside of the family will be evaluated on individual basis.*

PUNCTUALITY: Our program offers opportunities to grow in responsibility. Punctuality (being on time) is vital toward achieving this goal. Creating patterns of tardiness will hinder you in all areas of your life. Please be on time to all activities.

RESOLVING CONFLICTS: When experiencing conflicts, please practice Biblical principles:

a) **Speak Calmly:** Do not raise your voice; maintain a gentle tone.

b) **Abandon Quarrels:** Do not quarrel or argue, it's better to avoid it altogether. If you see that you're not getting anywhere, please refrain from conversing with the person and refer it to the staff. The staff will do what he feels is necessary but avoid arguments which only cause more problems, by turning the conversation off.

c) **Maintain a Christ-like Attitude** - the most important factor in your walk with God is how you act towards others. Treat each other with humility, consideration, and a genuine concern, not selfishness. A selfish attitude always wants to be right. Learn to say, ***"I'm sorry! Forgive me! I was wrong!"*** Ask God to help you express yourself to others in love. Your attitude is so important that you can be right about something, but if our attitude is jealousy, what you are saying will not be accepted. Remember, the only way to resolve conflicts, problems with others, is to maintain a loving spirit for people even if you disagree with them. Learn to overlook differences and seek to be at peace with all men. *If we are to grow spiritually, we must surrender our pride, anger, stubbornness and ask the Lord for His love and wisdom to talk to others.*

RESPONSIBILITIES: Growing in responsibility is essential in the program. Every student is expected to fulfill all his responsibilities. Those attempting to manipulate and maneuver yourselves out of work, counseling sessions, and program rules, will find it unproductive and eventually it will get you out of the program. When you do it for the Lord, God will allow you to grow and experience his contentment.

not allowed with the exception of mustaches which must be neatly trimmed and should not extend over the lip. Your clothing must be clean and pressed. After using the bathroom, be sure to take all personal belongings with you. Please clean up after yourself after using the toilet, sinks, or showers. Clear water drains of hair each time you use the shower or sink. Place hair in waste basket, not the toilet. Spray the toilet seat with pine sol/bleach and wipe after each use. Immediately replace empty rolls of toilet paper.

PERSONAL PROPERTY: Every resident is to respect the personal property of others. Do not use anyone's clothing, toiletries, towels, soap, hair brush, etc. **Do not** borrow any item without permission. If a resident breaks or damages personal property he will have to pay for it. You are not allowed to have radios, boom boxes, televisions, or telephones. CD Players and /or walkman (without a radio) may be used during your free time to listen to approved praise and worship tapes. *No "playing cards" are allowed at any time.* Magazines and books are limited to those that are edifying. **(As approved by the Staff)**

PRAYER TIME: Pray for program, staff, residents, your family, and any other request. Your prayer life is vital to experiencing closeness to God, and to be filled with God's strength to endure. Reading the word of God and praying will help you significantly in the program as you face daily challenges. Remember no one can assume responsibility for you. Staff, preacher, or residents may pray for you, but you need to develop a personal prayer life which will develop and deepen your personal relationship with God. **Do not** allow anyone or anything to hinder your prayer life. We have scheduled prayer in the program which will help you as well, but voluntary personal prayer is of great value toward your spiritual growth. Developing a consistent and intimate prayer life is possibly the most singular important part of your Christian walk.

PRIVILEGES: During your stay in The Jacob House you are allowed certain privileges that will have to be earned. Privileges are granted to students who *are not* on restriction because of Disciplinary Actions. They are:

- a) Letters (*See Communication*)
- b) Phone Calls (*See Communication*)
- c) Recreation - (This includes volley ball, walking, etc.)
- d) Special Events - (We are invited to dinners and special outings.)

Staff is allowed to read all mail in the presence of the student. Once mail arrives it will be given out during the upcoming free time. You may receive mail from your immediate family and from those that have been approved on your mailing list. Mail that comes in from those not approved *will be put in your file or returned to sender.* **Students are not allowed to retrieve mail from the mail box at any time.** If for any reason mail is retrieved, men are subject to immediate dismissal.

Your mailing address is:

Your Name
c/o The Jacob House
P. O. Box 333
Goldsboro, NC 27533-0333

Calls: Calls will be permitted after 30 days in the Program. You will be allowed one outgoing call and two incoming calls each week. You must submit a 24-hour written notification and place it in students file tray. Long distance calls **must be logged** on the Jacob House Phone Log. All calls are to be no longer than 10 minutes. *This is a privilege that must be earned.* You are responsible to track your time; anyone going over 10 minutes will be automatically disqualified from placing or receiving calls for the following week. *In case of an emergency,* staff will notify you and give you the message. **Collect calls will not be accepted.** Calls may be made during any scheduled free time prior to 9:00pm, Monday through Saturday and received Monday nights during scheduled free time. Students **are not** allowed to answer phones at any time. If answered for any reason, you will be subject to dismissal.

CONTRABAND: **Contraband is anything that is prohibited, unacceptable, unwanted, or contrary to the rules and regulations stated in the Student Manual.** It includes any type of illegal drugs, alcohol, cigarettes, weapons, and pornography. Also there are other activities and things we can ban because they are harmful spiritually, and they do not embrace or harmonize with the Holy, pure, genuine teaching and guidelines listed in the Bible. We believe these false religious doctrines and lies include *astrology, witchcraft, spiritualism or voodoo, Eastern religions, Jehovah's Witness, Mormonism, Islam, and any other teaching or religion that contradicts and does not coincide or measure up to the Biblical doctrines that make up the Holy Bible.* Nothing else is needed but the whole Bible, the infallible, uncompromising, pure word of GOD. We pray and hope that you will grow in the knowledge of GOD through the Bible and faith in the Lord Jesus Christ. Anything considered inappropriate and unproductive towards the Program's purpose and progress will be confiscated. The following is a list of items that are

not allowed in the house or in your possession: money, candy, inappropriate photos, personal radios, personal cassette players, newspapers, personal cameras, personal appliances, toasters, coffee makers, scissors, etc., religious artifacts such as rosary beads, necklace, candles, statues, ornaments, pictures of sacred Heart, etc.

CONVERSATION: All speech conduct should manifest Christian love, compassion, and consideration for others. Fighting, cursing, drug, or street talk is not allowed. The verse that can be your guide in conversation is *Ephesians 4:29*, ***“Do not let any unwholesome talk come out of your mouths, but only which is helpful for building others up according to their needs, that it may benefit those who listen.”*** Following the principles of this verse, we ask that you not talk about your past or problems with other students in the Program. Please seek counsel and direction from a staff member. If you are thinking of leaving the program, please discuss this matter with staff, not other men in the Program. Address one another with respect; no nicknames are to be used. Let your conversation be fitting for a man of GOD at ***all*** times.

COUNSELING: Counseling can never take the place of personal prayer and times of looking to God's Word (the Bible) for answers to our struggles, and yet it is recognized that you will need some personal counseling while you are here. Your counselor's function is not to bear the load of all your problems but to guide you in learning new, positive ways to deal with your problems in a Christ like manner. All counseling sessions with the Director **must be** arranged by the staff.

COURT & PROBATION APPOINTMENTS: It is extremely important that residents inform us of any pending court dates or warrants immediately upon entering the program. Our purpose is to help you by informing the Judicial System in due time that you have begun a new way of life with new goals and priorities. Of course this depends on your adaptation, performance, progress, and growth to the programs standards and rules. Our recommendations and progress reports have been at times accepted as credible. ***You must wear “Sunday Clothes” (suits or sport coat/tie, clean shoes, and hair conservative and neatly cut) to Court.***

DEVOTIONS & PRAYER: Throughout the program, there will be a strong emphasis in developing a personal relationship with Jesus. It is through times of personal prayer and Bible study that your relationship with Jesus will grow and be strengthened and the most personal growth will take place in your life. It's the early hours that we present ourselves to God to get His strength, His peace, His wisdom we all need throughout the day. Everyone is required to participate reverently by sitting down in the room and dedicating the assigned time to reading your Bi-

only two teaspoons of sugar per meal. Coffee limited to two (2) cups per day. We want you to be careful of your caffeine (mood altering drug) intake. No food or drinks are allowed out of the dining area unless you have permission.

When eating meals the following is to be maintained:

- a) Do not speak when you have food in your mouth.
- b) Be considerate in serving yourself. (Salad dressing, ketchup, crackers, pickles, etc.)
- c) Maintain a pleasant volume and attitude when interacting.
- d) Be sure not to talk or reach over someone else's food.
- e) Eat everything that is on your plate.
- f) Please stack your utensils neatly on the counter.
- g) Please do not abuse Dining Room equipment (tables, chairs, etc.)

MEDICINE: All medications (over the counter and prescription), mouthwash, or anything which contains alcohol, narcotics, or poison is to be kept in the Church Office and will be administered by Staff. Medication is **never** kept in rooms. Medication is not to be shared or thrown away. Men needing medication must bring water with them. All medication must be taken when given and the ***Medication Log sheet must be signed***. If medication is not taken or refused, please note on log and signatures are required.

MISCELLANEOUS: Please respect the staff's time off. Be sure to check and see who is on duty to see whom questions or concerns should be directed. Please do not use the Jacob House as your mailing address.

PERSONAL HYGIENE: Every resident is responsible for maintaining a clean and healthy appearance. Your personal hygiene and grooming are reflections of how you view yourself. Bathing, shaving, and neat grooming is to be practiced daily. Finger nails and toe nails must be kept at a moderate length, neat and clean. You are required to shower and shave daily. Showers are limited to 15 minutes. Your hair must be kept above shirt collar, clean and only regular hair cuts will be allowed (even on all sides, moderate in length, not in your eyes, laying on your collar or covering your ears). Beards or any other type of facial hair are

1. Blankets will be washed every 3 months or as needed.
2. Sheets/pillow cases will be washed at least once a week.

LEAVING THE PROGRAM: To leave the program prematurely, is like the man Jesus spoke about in **Luke 14:28-30**, *“For which of you, intend to build a tower, sitteth not down first, and counteth the cost, whether he have sufficient to it? Lest haply, after he has laid the foundation, and is not able to finish it, all that behold it begin to mock him. Saying, **“This man began to build, and was not able to finish.”**”* You have to be serious minded and motivated in order to complete what you’ve started. Most of us have never finished anything we have started. God is giving you the opportunity to finish something, by taking the challenge to complete The Jacob House Program. Remember, you give great occasion for your family, friends, and especially the devil, to mock you and accuse you of being a failure. The majority of students that leave without completing the program continue to fail at everything they do. Be strong, be courageous, let God help you in the time of crisis when you feel like leaving. **Don’t give up!** God is looking for men who will stay in his perfect will. *Remember, if God brought you to this ministry He intends to teach you and build in you His character, His patience, and His strength. This is the place he has ordained for you to be, not any other place. If a resident leaves the Program on his own, he **will not be reinstated for at least 30 days.** Each situation will be evaluated on an individual basis. Anyone leaving the premises (the Houses or any other building) without permission is automatically out of the program.*

LIBRARY and CHAPEL: DO NOT LEAVE YOUR PERSONAL BELONGINGS IN THE LIBRARY and CHAPEL (such as coats and books). Coats are to be hung in designated areas. **Do not** sleep or recline on couches, or floor. Do not sit on arms of chairs, couches, or on tables. **Do not** eat or drink in the library/chapel.

LIGHTS: Each resident is responsible to turn off lights when no one is in their room, classroom, bathroom, Chapel, etc. It is important that every one participate in taking the responsibility of turning off any lights in the House. The only light switches students **are not** allowed to touch are those in staffs’ rooms. All other switches, if not being used should be turned off.

MEAL TIMES: We encourage you to begin to use self-discipline in your eating patterns. Staff should be present to serve each meal. Please be content with the serving given to you. *Do not complain* about the food being served; we have so much to be grateful for . . . the food provided each day. Please *do not* waste food. You will be allowed

ble and praying. No one is allowed to leave the room until the time is up. The official time which the staff will follow is the **Chapel clock** and not any individual personal watch. No one is to disturb their fellow student (Quiet time, be sensitive). **Approved** devotionals are available. Study materials (books, tapes, devotionals) must be approved by Staff.

DISCIPLINE: The Bible says commandments are a lamp, teaching is light, and reproofs for discipline are the way of life. It is our desire that residents follow the instruction and corrections of the staff. At times discipline may have to be given which will result in taking away privileges, in assigned extra work details, or additional scripture projects. Sometimes suspension from the program will occur if the resident is not demonstrating true repentance and a willingness to improve in a particular area of concern, such as negative attitudes, or rebellious behavior. We strongly desire to help everyone who walks in through our doors, but we need your cooperation. **Your willingness** to change and receive correction will help you adapt to the Program and follow the rules as much as possible. We hope your disposition (attitude) is one of willingness to obey and to learn about yourself, as God and the staff will point out areas where you need to grow. The staff is here to help you. The Jacob House position is that you are here because you desire to see God make changes in your life and you are willing to do what is necessary to make those changes happen in your life. It is also the Program’s position that if a man desires to continue in the Program, he will adopt the procedures and structure set forth in this manual without any personal expectations. Men who do not adopt the procedures of the Program or follow the structure of the House are subject to dismissal. We believe those who really want to be here will make the adjustments necessary to live within the guidelines of the Home.

We do not engage in punishment as a form of discipline to try to teach you correct behavior. We respect your ability as an adult to choose to do the right thing. Therefore, we expect you will abide by the guidelines of the Program at all times. *If you choose not to abide by the guidelines, however minor, it will be an indication that you desire not to be here.* At times we may ask you to participate in the following types of learning procedures in order to instill discipline in certain areas:

1. **Essay/Reading Assignment:** You may be assigned to write an essay (2-3 pages) on a given subject. Essays or reading assignments may be on subjects such as *attitude, submission to authority, responsibility, deceit, compromise, etc.*

2. **Restrictive Contracts:** When a man is experiencing difficulty in a certain area and desires assistance in that area to control compulsive behavior, he may enter in “restrictive contract” with the staff in order to

be held accountable. An example of a restrictive contract would be an agreement with the staff not to be allowed to have dessert for a month period because the man has been unable to “break” the compulsion to eat sweets that feeds his sense of insecurity.

3. **Loss of Privileges:** Privileges may be taken away as a disciplinary action. (Phone calls, visitation, free time, etc.)

4. **Warning Notice:** There are occasions when the staff feels a student’s behavior needs correcting and verbal notice is not adequate for the situation. The staff member will issue a **Warning Notice** to the student. The Warning Notice is a formal written notice of behaviors or attitudes that need to be addressed by the student with his counselor. It serves the purpose of letting the student know the seriousness of the matter, and failure to address and correct his behavior or attitude could result in dismissal from the Program.

DISMISSAL: At times we may find it necessary to dismiss students from the program. Men can be dismissed from the program for leaving the property, threatening, or intimidating another student or staff member, having an uncooperative attitude, being a phony, not following the procedures of the Home or not applying himself fully to Program. The decision to dismiss a man will be made by staff. The decision is based upon behavior and/or attitudes observed in the individual. Men who apply themselves, follow the procedures and structure of the House, and are open to correction and counsel need not fear dismissal from the Program.

Procedure for Dismissal:

1. When a student is dismissed from the program he is to only discuss the problems with a staff member. He is not to talk with other students about it, as it may discourage or negatively influence others in the Program.

2. The student will pack his belongings in the presence of a staff member and room coordinator. He is to take all of his belongings with him upon departure. If it isn’t possible, his belongings are to be packed, labeled, and placed in the storage area. He has two days to collect his belongings, and after that time, the items become community property in the Clothing Closet.

3. *Any books or items borrowed by the student are to be returned, and any financial obligation to the House and medical expenses paid prior to departure.*

4. We pray for God’s grace upon the men who leave our Program.

tionships and encourage each father to learn to become a Godly father. Please keep this in mind when your children come to visit. It is to be a blessing in their lives as well as your own. Men that have been in the Program nine (9) months and have children may participate in Kid’s weekend once a month. Father’s wishing to have their children come for Kid’s Weekend must notify Staff at least one week prior to the designated weekend. **If feasible**, we will pick up children within a 15 minutes maximum radius from the House. Fathers are responsible for thoroughly cleaning up after the visit. Also all your work details and schedules must be adhered to. Remember it’s a special privilege to have your children visit.

KITCHEN:

1. Men are not to go into kitchen, pantry, refrigerator/freezer, or use kitchen appliances without permission.

2. Duties begin 20 minutes after each meal serving starts. (*i.e., Lunch begins 12 noon; clean-up starts 12:20 sharp*).

3. When working in the kitchen you must follow these guidelines:

A) Follow instructions

B) Demonstrate respect for staff

C) Be on time for kitchen duty

D) Maintain a good attitude

E) Work out conflicts in a Christ-like manner

F) Do not take or give anything without permission

G) Please ask if you are not sure about what you are to do

4. Drinks/juices at snack times: water anytime. Snacks only at scheduled times. If you are not eating, please sign the “*Missed Meals*” list on the kitchen bulletin board. If fasting, you must spend meal time in your room, praying. If you are on clean-up detail return to kitchen at appropriate time.

LAUNDRY: Laundry days are designated by the Staff. Operate washers and dryers in accordance with the owner’s manuals. **Do not** overload machines. *Clothes lines will be used when weather permits.* Students **are not** to operate the dryer without permission. Laundry room and appliances must always be left clean and orderly.

4. Line up with your roommates.
5. Remain outside until instructed to return to the buildings.
6. At night, shoes and robes should be worn, and a towel taken to be used to protect your mouth and nose from smoke.
7. Even men that are sick *must* leave the House.

FIRE SAFETY: **NO** candles, matches, or lighters are to burn in the student's rooms at any time. In case of an emergency, a staff member will distribute flashlights.

FLOOR RULES: Residents are not allowed to visit other rooms. We prohibit residents from visiting each others rooms because we want to protect every resident's property and belongings from the possibility of theft. If an item is missing usually the visitor will get the blame. We ask that you respect your fellow brothers' property and their personal space. *Do not sit* on anyone's bed and *do not* go in anyone's closet or personal drawers.

HOLIDAYS: The following are the Holidays observed by the house. During these times, the weekly schedule will be adjusted and a Holiday Schedule will be posted.

- | | |
|-------------------|--------------------------------|
| A. New Year's Day | E. Labor Day |
| B. Good Friday | F. Veterans Day |
| C. Memorial Day | G. Thanksgiving Day |
| D. July 4th | H. Christmas Eve/Christmas Day |

HORSE PLAY: Horse play, more times than not, produces disrespect, arguments, and even fighting. Pushing, hugging, and wrestling in fun display immaturity, and are a bad example of friendship and Christian growth. We ask every resident refrain totally from this type of false expression of friendship. Good healthy relationships are based on building each other up with kind words, as well as Christ-like actions.

INCOME: Students who receive any type of income such as: SSI, unemployment or government checks, social security benefits or any kind of steady income must pay a percentage up to \$150.00 monthly toward your room and board. However, if these monies are designated for children it must be given to the legal guardian. No one is allowed to receive Public Assistance (AFDC) while in the Program and food stamps are not authorized while in the Program.

KIDS WEEKEND: Kid's Weekend is provided to work on family rela-

Men are welcome to contact us again in the future if they need our help.

DOCTOR/MEDICAL APPOINTMENTS: *All medical appointments are to be made through the staff and the Church Office is to be informed. Students have a responsibility to remember appointments. You are responsible for all doctor, medical, and/or hospital bills. **Exceptions** must be approved by the Director.*

DRESS CODE: Dress code should reflect Godliness. The Bible emphasizes that we should dress moderately and to avoid evil appearance. To dress moderately means to wear clothing that is not revealing, excessive, exaggerated, or seductive. The following is our dress code:

Sunday-Wednesday-Friday - Formal wear Suit or Sports jacket, dress shirt, tie, and dress shoes.

The following clothing ***is not*** allowed: short pants, sweat pants, sleeveless shirts, sweat shirts, torn, tinted, scribed, clothing inside out, see through clothing, and bloused pants (pants in boots). We reserve the right to confiscate any clothing item that is considered inappropriate and contradictory to the Program's objectives and Biblical principles. Sweat shirts and sweat pants are allowed to and from Recreation ***only***. Shirts with inappropriate lettering or words or pictures that promote or express racism, anti-Christ, anti-Biblical messages, and worldly secularism will be considered contraband and will be placed in your personal belongings.

1. Shoes are to be worn at all times. Shoes must be clean and in good repair.
2. Tennis shoes must be laced and tied.
3. Caps are worn ***only*** to and from recreation. They must be worn properly and modestly (backward caps, *side ways, etc are not permitted.*)
4. Special Wear or casual wear (Sunday wear without ties) worn for field trips off the property. Special wear designated by Staff in charge.
5. You are to remain in "***Sunday Clothing***" until after dinner on Sunday -- ***if guest has been invited.***
6. You *may not* wear bedroom slippers to breakfast.

7. When leaving your room, you *must be* fully dressed or have a robe on.
8. You *are not* allowed to have wet hair at breakfast.
9. Dressing is to be done in the bedroom (*behind your closet door, if applicable*).

EMPLOYMENT: Work details in the Program will help gain skills to enable students to function in a work environment. Students will be given the privilege to work outside the House during Phase Two of the Program, based upon the Staff recommendation. Initially part-time employment is secured and prior to the completion of Phase Two, full-time employment is secured. Please keep in mind, as jobs become available.

ENTRANCE/EXIT DOORS: All students, residents, and staff are to use the designated entrance/exit doors. Students are not allowed to handle (open, close, or lock) the entrance/exit doors in any manner without permission. If for any reason, student will be subject to dismissal.

FASTING DAYS: Fasting means to abstain or to choose not to indulge oneself with food; it is a dedication and consecration of oneself to Jesus Christ by praying and meditating on the Word of God. Wednesdays and Fridays are our fast days (***dinner meals***). At that time you are to pray and study the Bible. Remember God sees our Hearts and rewards those who are sincere in seeking him through prayer and fasting. Fasting for more than one day requires Staff's approval.

FIELD TRIPS: Field trips provide an opportunity for relaxation, recreation, and fellowship apart from the daily schedule of the Home. Therefore, special outings/trips will be scheduled through out your program stay and you are responsible for the cost.

FINANCES: All finances are handled in a very professional way so as to teach the student responsibility and stewardship.

1. All monies are deposited in the Jacob House /Zadok House Student Account. This is a separate account for students and members of the Jacob/Zadok House. Money received from any source is to be given **immediately** to an Intern.

2. Employment will be secured (**as available**) in Phase Two, with approval of Director.

3. **As finances are available, the following monies will be drafted from your account:**

A) **Tithes/Offerings:** To be paid from any income received *unless* earmarked for Medical/Dental. We give our first fruits (10%) in obedience to the Word of God. The tithe is automatically drafted from your account. *Offerings above tithes will be given after you pray and get counsel.*

B) **Room & Board:** Room and board includes housing and food. Each man is responsible to write at least six letters to persons who may be interested in *supporting* them in this Ministry. These persons may be relatives, friends, church members, or past employers.

C) **Medical:** Medical expenses are the responsibility of each student.

E) **Debts:** Personal financial obligations will be paid from this account and balance of monies will be maintained in The Jacob House/Zadok House Student Account. We desire to approach all creditors and establish a working relationship *before* you graduate from the Program.

F) **Personal Items:** A percentage of income will be designated for your personal items. **Receipts are required when you have been shopping.**

G) **Transportation:** Transportation outside of Wayne County will be charged at the rate of .35 per mile to cover the cost of gas to and from your destination.

FIRE ALARM PROCEDURES:

IN CASE OF FIRE: *Notify a staff member immediately.*

IN CASE OF FIRE:

1. Close all doors and windows and turn lights off as you exit the House.

2. Walk quietly **--DO NOT RUN--** to the nearest exit.

3. Everyone is to assemble across the street from the House. **Do not** stand in the street.