

HOUSE RULES

The Troy Dream Center is based on choices. The choices we make determine not only where we are headed but also reflect where we have been. Poor choices are sometimes the result of not following boundaries that have been established in our society.

The rules for the Troy Dream Center have been designed to help disciples re-establish and maintain boundaries in their lives. These rules have been carefully and prayerfully thought out and have been put in place to help disciples on their journey to a successful life. These rules are as follows:

1. ACCOUNTABILITY

- a. This is a discipleship program. The root word of discipleship is discipline. It is for this reason that all disciples must always inform their Resident Supervisor (RS) and/or Resident Advisor (RA) of their whereabouts.
- b. Disciples may not leave property at any time without a staff member, unless on a day or weekend pass that has been approved by the Residential Supervisor.
- c. Anytime disciples are outside of residential areas (i.e. Dream Center Office, Journey Church & serving opportunities) disciples must be in groups of at least two and one must be in level 2 (purple) or higher. This “buddy” system will be in effect throughout the entirety of the program.

2. ADMISSION

- a. Admission into the Troy Dream Center (TDC) is a privilege, not a right.
- b. Upon admission, the disciple must submit all possessions as well as his/her person to inspection.
- c. Any prohibited items according to rule #21 will be confiscated and disposed of.
- d. Inspection may be conducted at any time when there is reasonable cause to suspect that drugs, drug paraphernalia and/or any other contraband items may be present either on the person of a disciple or in the rooms assigned to that person.
- e. All disciples will be supervised during their stay at TDC. All requests and problems will be channeled through the TDC Staff on duty.

3. CLASSES

- a. Disciples must be on time for all classes.
- b. In the case of a missed class, the disciple may be required to make up the class.

4. DISCIPLINARY ACTION – CORRECTION TICKETS

- a. Correction Tickets are the mode of discipline used at TDC.
- b. When presented with a correction ticket, disciples must sign the correction ticket to acknowledge receipt.
- c. If a disciple feels the correction ticket was received unjustly, a grievance form may be filed and given to TDC Staff. Failure to sign a ticket will result in subsequent discipline, and possible dismissal.
- d. A correction ticket is issued upon observance of a violation of the posted rules.
- e. The disciple is required to complete the appropriate task and assignment required for the violation during the designated times. Then the assignment must be turned in to the TDC Staff.
- f. All privileges are suspended for a minimum of 24 hours while a disciple is on correction.

5. DISMISSAL/VOLUNTARY DEPARTURE

- a. If an individual leaves or is dismissed from the program, it is mandatory that they take all clothing and personal possessions with them.
- b. TDC shall not be responsible for any clothing or personal possessions left behind by the disciple.
- c. Upon departure, all TDC issued clothing and curriculum must be returned.
- d. If dismissed from TDC or voluntary departure, the disciple may not return for a minimum of 1 Intakes. An individual is allowed to return IF there is an open bed not filled by a first-time applicant and only if approved.
- e. Those dismissed **WILL** be allowed to attend services at Journey Church immediately after departure.
- f. If dismissed, individuals may not contact anyone in the program without approval.
- g. All referring agencies will be informed within 24 hours of dismissal of any disciple.

6. DRESS CODE

Level 1-2

- a. Disciples are only allowed to have one week worth of clothing due to limited space.
- b. TDC t-shirts and/or hoodies will be provided for each disciple and must be worn daily from 6:45am to 9:00 pm except on Sunday's.
- c. TDC polo shirts and jeans/slacks must be worn to church on Sunday's (no shorts). Shoes may be dress or tennis shoes. Any other service that we attend at Journey Church or elsewhere, TDC apparel must be worn.
- d. Shorts are only permitted when leaving the homes if the temperature is 80 degrees or higher, except when attending church.
- e. TDC polo, t-shirt and/or TDC hoodie must be worn at all TDC outings.
- f. Damaged TDC shirts must be turned in before a new shirt can be issued.

- g. Hats and sunglasses MAY NOT be worn indoors at any time.
- h. All disciples are required to always wear their name badges.
- i. Due to the many tours that come through the TDC, all disciples must be fully dressed when not in their personal rooms.
- j. When doing work therapy, proper work clothes suitable for protection in the work environment should be worn. TDC t-shirts should be worn at all times. Shorts may be worn only with approval.
- k. Pajamas cannot be worn when leaving the house. Clothing with tobacco or alcohol ads or that endorse drugs, illicit sex or secular music will not be allowed. No cross-dressing will be allowed.
- l. Piercings other than stud earrings may not be worn. No new piercings or tattoos will be allowed while in the program. Tattoos that are offensive in nature must be covered up.

Level 3

- a. Disciples can wear their own clothes at this level. However when visiting other churches or doing outreaches TDC clothes need to be worn.
- b. *No tank tops, spaghetti string tops, halter tops, or bare midriff tops. Clothing must be modest, not revealing, not low-cut, and not tight fitting (no bras showing).
*applies to DCW

7. DRUGS

- a. Disciples are not allowed to have any of the following items in their possession, on their person, or in their rooms:
 - i. Alcohol
 - ii. Tobacco in any form
 - iii. Illegal substances and/or paraphernalia
 - iv. Over the counter medication
 - v. Prescription medication
- b. Disciples may not have contact with or associate with persons under the influence of or in possession of the previously mentioned drugs.
- c. While in the program, all disciples are required to submit to random drug tests, searches and room searches.
- d. A positive drug test may be grounds for immediate dismissal from TDC.

8. SMOKING & NICOTINE PRODUCTS

The TDC believes that nicotine is an addictive substance. Using nicotine products does not promote a person being a good steward of their bodies and buying nicotine products do not promote being a good steward of a person's money.

- a. The TDC does not allow smoking of any kind on or off the TDC property while within our program.
- b. We **DO** allow 7 mg nicotine patches that aid people to help stop smoking. Such products will be handed out during normal medication times. 7 mg nicotine patch aids are the responsibility of the disciple to purchase and must be delivered to the TDC office. All products will need to be pre-approved before being allowed for use.
- c. You may have the Nicotine “help” patch products limited to the **first 8 weeks** of the date of the scheduled Intake of the program (if you were accepted after the scheduled Intake date, the 8 week rule from the scheduled Intake date still applies). The TDC will **NOT** be responsible for the purchase of any nicotine patches.

9. ETIQUETTE RULE

- a. All disciples will observe and maintain the utmost courtesy and manners demonstrating Christ-like character and attitude toward others.
- b. We follow the Golden Rule: “Do unto others as you would have them do unto you.”
Matthew 7:12

10. FAMILY VISITS & PASSES (FAMILY and APPROVED PERSON(S) ONLY)

- a. Family visits & passes are allowed in accordance with the program level privileges and restrictions guidelines.
- b. Visits are on Sunday from 1pm-4pm
- c. Day passes are available on Saturday from 8am-6pm. Weekend passes are available from Friday night starting at 6pm through Sunday morning 8:15am for men and 9:15am for women. When disciples return, they must check in with the on duty staff member. If there is a Graduation & Level Up or an event that attendance is required, the Day Pass starts after the event ends. Disciples must be signed out and back in by approved Family members.
- d. All visits, day passes, and weekend passes must be approved by Resident Supervisor (RS).
- e. Family visits are not allowed if a disciple is on correction or not current in his or her studies.
- f. All family visit request forms must be turned in by Thursday 9pm and pre-approved PRIOR to the visit – NO EXCEPTIONS.
- g. All disciples will be searched and given an UA upon return from pass.
- h. **No items will be allowed into the program without prior approval from TDC Staff.**

11. FOOD & DRINK

- a. Food and drink may only be eaten/drunk in designated areas.
- b. No food or drink in bedrooms.
- c. No food or drink in TDC Vans.

12. GRIEVANCES

- a. Disciples have the right to file a complaint in regards to a correction they were given.
- b. Grievances must be in writing and turned into TDC Staff.
- c. Disciples can request a grievance form from TDC Staff.
- d. During the grievance process, privileges will remain suspended, but correction tickets will be on hold while the grievance is investigated.
- e. If, upon review of the complaint, it is determined that the disciple is in error regarding the grievance, the Residential Supervisor's original decision will stand and the disciple will be required to submit a 1,000-word essay on a subject to be determined by the Residential Supervisor.
- f. Disciples may have direct access to the Residential Supervisor at some point during the grievance process, if necessary.
- g. Grievances will be resolved in a timely fashion, usually within 7 days.

13. GROWTH

- a. During the disciple's stay here at TDC, the disciple will be required to show progressive growth.
- b. "Growth" constitutes participation in all aspects of the program required by the Troy Dream Center.
- c. Growth is also measured in terms of development of character, integrity, and relationships with other brothers & sisters in Christ.

14. HYGIENE

- a. All disciples must maintain personal hygiene habits on a daily basis. This includes but is not limited to: showering, brushing teeth, shaving (men: beards must be kept neat and trimmed), and wearing deodorant.
- b. If a disciple needs hygiene supplies, he or she may let the Residential Supervisor know as all these items are provided by the TDC.
- c. Hair cuts will be allowed on weekends only, or when stylist has been scheduled at a different time.

15. ILLEGAL ACTIVITY

- a. Illegal activity will not be tolerated. This includes any activity or behavior not covered above that would be considered illegal in society.

16. LANGUAGE

- a. In order to strengthen and encourage one another, all street talk, cursing, backbiting, gossiping, jail talk, and sharing of past experiences among the disciples that is not positive in nature, is to be stopped upon admission into the program and during program.
- b. Speaking in a derogatory manner toward other disciples, staff, or any other person is strictly prohibited. Including but not limited to racial name calling and slurs.

17. LAUNDRY

- a. Laundry will be done on your scheduled day only.
- b. See schedule in laundry room to determine scheduled day.

18. MAIL

- a. Letter writing is always permitted and encouraged; however, disciples may only receive mail after their first week in the program has been completed.
- b. Letters are to be written during free time only, not to interfere with study or work time.
- c. For security purposes, TDC reserves the right to inspect and censor all incoming mail. Any packages received during the program will be held until graduation unless authorized.
- d. TDC may, at staff discretion, restrict a disciple from communicating with specific outside individuals if there are legal ramifications or if it is hindering the disciple's progress in the program.
- e. Disciples are encouraged to write to their spouse, children, parents, or other persons designated as "family" on a regular basis.
- f. Each disciple will be allowed to send two letters per week within the United States, free of cost to the disciple.
- g. TDC Staff will deliver mail as they receive it. DO NOT ask for mail.
- h. All incoming mail must be addressed as follows:

(Disciples Name)
% Troy Dream Center
80 Main Street
Troy, MO 63379

19. MEDICAL CARE

- a. It is the responsibility of the disciple to inform staff of any chronic medical issues upon entry into TDC. If information has been withheld, it may be grounds for termination.
- b. Only emergency medical and dental work is allowed while the disciples are in the TDC.
- c. If it becomes necessary for the disciple to make a medical visit, they must go directly there and back.
- d. Any unauthorized stops or visits to or from the facility are grounds for discipline and possible dismissal.

- e. Each disciple is responsible for making his/her own appointments, securing his/her own transportation to and from the destination, as well as for paying any medical bills that are incurred. TDC cannot and will not be held responsible for any expenses incurred or any legal liability resulting from the use of services listed above.
- f. TDC is not equipped to provide any ongoing medical or dental needs; therefore, a disciple may be required to leave the program to address such matters if any treatment above interferes with the program requirements.
- g. Prescription medication refills are the sole responsibility of the disciple. No medications that are narcotic or psychotropic in nature will be allowed on the property. All medications that have been approved will be secured at the TDC and distributed to the disciple by TDC Staff.
- h. Refills of medications need to be mailed to TDC office at the cost of the disciple and this should be arranged with the disciple's pharmacy prior to admittance into the program.

20. PERSONAL FINANCES

- a. Disciples in the **Level 1** are not allowed to have money in their possession.
- b. TDC is not responsible for any loss or theft of anything valuable.
- c. Panhandling or borrowing money is not allowed.
- d. Discussion of one's personal financial ability or lack thereof will not be tolerated.
- e. Once the disciple has obtained a job in **Level 2**, the disciple must keep an 80/20 budget, Tithe and pay the weekly \$100 Program Fee. Personal cell phones allowed during approved times only.
- f. Disciples are not allowed to lend or borrow money from each other, TDC staff or members of the community.

21. PERSONAL POSSESSIONS

- a. Each disciple is allowed to bring some of his/her own personal possessions.
- b. Items that are not allowed at the facility include but are not limited to:
 - i. Cell phones, TVs, VCRs, DVD Players, PDAs, iPods, laptops, or radios
 - ii. Comic books and secular reading materials
 - iii. Electronic games (Nintendo, Sega, etc.) or any other item that would be a distraction while in the program
 - iv. Any other items as determined at the discretion of TDC Staff
- c. All prohibited items will be confiscated and or disposed of upon intake.
- d. Disciples are not allowed to use any other disciple's personal items.
- e. Disciples are not allowed to exchange or sell personal items, belongings, or services to each other.

22. PORNOGRAPHY

- a. Possession of or viewing of pornographic material in any form will not be tolerated.

23. PRIVACY

- a. Because the TDC is a residential live-in program with many disciples, there should be no expectation of privacy.
- b. Residential rooms house at most six people per room.
- c. The TDC reserves the right to perform room searches when deemed necessary by TDC Staff.
- d. The TDC also reserves the right to use security cameras in hallways, bedrooms, community areas, and entrances for security purposes. No cameras are in bathrooms.

24. PROBATION AND PAROLE

- a. All disciples will be expected to cooperate with all law enforcement agencies.
- b. Any disciples who require probation/parole meetings must schedule them.
- c. All disciples will be required to provide proof that they must appear and shall provide their own transportation or the money for the trip to and from the destination.
- d. No side trips are allowed. Disciples must travel to their appointments and return directly back to TDC campus.
- e. All warrants must be dealt with by the disciple **BEFORE** entering our program. The Troy Dream Center will abide by all state and local laws.

25. RELATIONSHIPS

- a. There is to be no fraternization between two individuals for the purpose of establishing a romantic relationship. This includes flirting, dating, inappropriate conversations with members of the opposite or same sex. Including but not limited to members of the community.
- b. Sex in any form is prohibited while in the TDC program, including the transitional program.
- c. Disciples must limit their conversations to **GREETINGS ONLY** and may not engage in any other conversations with members of the opposite sex. If someone approaches a disciple and initiates a greeting (including a hug), a polite, brief hello may be returned (fist bump, hand shakes & high fives).
- d. Conversations with all members of the other sex are to be limited.
- e. Note passing or any other form of private communication will not be tolerated.

26. ROOMS

- a. Rooms must be kept neat and organized at all times.
- b. Furniture is not to be moved from room to room without permission from the TDC Staff.
- c. No candles or incense burning is allowed in the Troy Dream Center facilities.
- d. Personal possessions must fit in the allotted storage space.
- e. Nothing is allowed on desks other than a clock, family photographs, and homework that is in the process of being completed *at the moment*.
- f. Coffee pots, hot plates, toaster ovens, microwaves, etc., are not allowed in individual rooms.
- g. Any books must fit in drawers or on a bookshelf, if available.
- h. Shoes should be kept beside or under the bed, laundry bags should be placed beside the bed or in the closet, luggage should be kept in designated areas.
- i. Disciples are not allowed in other rooms besides their own without permission from the TDC Staff. If any disciples desire to fellowship together, they may use the common areas, or any other designated room for that purpose.
- j. Quiet time begins at 9:00pm and ends at 6:15am the next morning.

27. SCHEDULE

- a. All disciples are responsible to know and comply with all posted daily schedules.
- b. Disciples are required to attend all functions of TDC and all main services at Journey Church.
- c. Any changes to the schedule will be communicated after the morning devotions or through the TDC Staff.

28. SPIRITUAL LIFE

- a. TDC is a faith-based discipleship program. As such, there is a spiritual component required. This includes but is not limited to:
 - i. Chapel services
 - ii. Bible studies
 - iii. Prayer services
 - iv. Public services
 - v. Any other function that is essential to the program
- b. All disciples are required to attend such services or classes – NO EXCEPTIONS.
- c. There will be no talking, reading, or writing letters, completing discipline assignments, using the restroom, or getting a drink during study time, class, Chapel, prayer time, Psalms & Proverbs, or while at Church services. Restrooms may be used before services with the permission of TDC Staff.
- d. When at church, disciples must sit in the designated area assigned to them. Disciples may not sit in any other location without being instructed by TDC Staff.

29. STUDY TIME

- a. Disciples are expected to study during study times and may not sleep in their rooms.
- b. There will be a scheduled 10-minute break for every hour of study.

30. TELEPHONE CALLS

- a. All telephone calls are limited to ten minutes.
- b. Telephone calls will be as follows:
 - Week 1 - none
 - Level 1 – 2 per week
 - Level 2 & 3 – 2 per week (if you don't have a personal cell phone (SEE g).All phone calls must be completed by 9pm.
- c. Disciples are not allowed to answer incoming calls, but messages will be taken, and the disciple may return the call during the next scheduled time unless it is an emergency.
- d. An emergency is defined as a death, a life-threatening circumstance, or serious illness in the family, etc., as determined by staff.
- e. Anyone caught using phones without authorization will be disciplined accordingly.
- f. Disciples must sign up with TDC Staff to schedule a call time. Disciples may schedule a call time on Wednesday or Saturday. Call times are scheduled on a first-come, first-serve basis. Call times are as follows:
 - 1. **WEDNESDAY:** 4pm-9pm
 - 2. **SATURDAY:** 8am-9pm
- g. Level 2 & 3 disciples will have the privilege of using their personal cell phones during scheduled times. Sunday-Thursday till 6:30p & Friday/Saturday/Sunday during scheduled free time. Cell phones need to be in their rooms between 6:30p-9p Sunday-Thursday. Cell phones can be used **QUIETLY** before bedtime in bed rooms only. **There are to be no cell phones taken to any support group or church service.** Failure to do so will result in a suspension for 24 hours or loss of this evening cell phone privilege.

31. VEHICLES

- a. No personal vehicles are allowed for people who are in Level 1 or 2.
- b. Vehicles allowed in Level 3 and upon approval. Disciples must show proof (and sent to TDC office) that the vehicle has up to date license plates & insurance before the vehicle is approved to be driven and kept on property. Drivers licenses must be current and on file with the TDC office. Failure to provide documentation will result in denying the automobile to be on TDC property.

32. VIOLENCE

- a. Violence, abuse, or threats of violence or abuse will not be tolerated. This includes swearing, threats, name-calling, racial slurs or use of a threatening tone or level of voice toward staff or other disciples.
- b. Horseplay will not be allowed, as this can lead to aggressive behavior.

33. WORK THERAPY

- a. Disciples are expected to complete all assigned work therapy at the designated time.
- b. Any questions regarding work therapy should be directed to TDC Staff.
- c. If a disciple is ill (fever, vomiting, or other acute illness), disciples must remain on bed rest all day.
- d. Not wanting to go to work or being too tired is **NOT AN ACCEPTABLE EXCUSE** for not completing work therapy.
- e. Disciples must be dressed in appropriate work attire prior to leaving their room for morning prayer time.
- f. There are no breaks until the designated person in charge calls for a break.
- g. At the end of work therapy, all tools must be cleaned and returned to the designated storage area.
- h. No disciple is allowed to be in his or her room during work therapy time without the permission from TDC Staff.

34. WEAPONS

- a. No weapons of any kind will be allowed during the duration of the program. This includes firearms, knives, razor blades, scissors, shivs, or any other object that may be used as a weapon or deemed as a weapon.

35. CHANGES

- a. It may become necessary to adjust these rules at any time, with or without notice and at the complete discretion of the Executive Director and/or TDC Board of Directors.