



## INTACT FAMILY MINISTRY POLICIES AND PROCEDURES

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### Program Overview

Welcome to the Memphis Union Mission's Intact Family Ministry. This ministry has been established to help transition intact families to self-sufficient living. It is a place where you can rebuild your lives and prepare for the future.

### Program Goals

The goal of Memphis Union Mission's Intact Family ministry is for families to:

- Come to a saving knowledge of Jesus Christ as Lord and Savior
- Obtain and maintain full time employment with benefits
- Save enough money for a rent deposit and two months rent
- Learn and apply basic financial management skills
- Become active in a local evangelical church

### Program Expectations for Parents

- You are both expected to be loving providers and care givers for your family.
- You are both expected to support and encourage one another in your spiritual, vocational, and parental obligations.
- At least one of you must be employed, and at least one of you must be available when your children arrive home from school.
- You are both expected to participate in weekly church attendance with your children. A bulletin from the service may be required as proof of attendance.

### Program Expectations for Children

- School-aged children are expected to attend school during the scheduled times.
- You are both expected to exercise loving discipline and to teach your children by example to respect God, his property, and his personnel at all times.
- Children are expected to respond to your discipline and to follow all rules.
- You will be held responsible for your children's behavior while in the program, including any damage done to the home.

### Admission Requirements

You must meet the following requirements in order to be considered for the Intact Family Ministry:

- Both of you (husband and wife) must be present for an interview.
- At least one of you must be employed.
- You must fill out an intake application form completely and honestly. Falsifying information on this form is grounds for dismissal.
- A valid driver's license or state-issued photo ID is required for adult identification. Social Security cards are required for all family members.

- You must be legally married. Common law marriages are not acceptable.
- A copy of your vehicle registration and liability insurance is required. Vehicles without basic liability insurance and vehicles that are not operable are not allowed on Memphis Union Mission property.

## **Rules and Regulations**

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- Visitors (friends, family, or church family) must leave the property by 10 p.m. There is not gate access after that time.
- Smoking in the homes is NOT allowed. Doing so is grounds for dismissal.
- Possession of and/or the consumption of alcohol, drugs, drug paraphernalia, controlled substances not prescribed by a medical doctor, pornography, or weapons of any kind (registered or unregistered) will result in immediate dismissal.
- Outbursts of anger, spouse abuse, child abuse, or neglect will be reported to the appropriate authorities.
- Any family member caught stealing any property from Memphis Union Mission will be immediately dismissed from the program.
- Memphis Union Mission's Intact Family Ministry property consists of two acres, to which you and your family members are restricted for your own safety. The only exceptions will be scheduled meetings at the Intact Family Ministry office.
- You are expected to clean and maintain your house in the same order as it was when you moved into it. Regular inspections will occur. Continued failure of inspections or damage to property will be grounds for dismissal.
- Personal property, except for clothing and small personal items, will need to be stored somewhere other than Memphis Union Mission property.
- No pets of any kind are allowed. If you have a pet, you must make other arrangements for their care before being accepted into this program.
- Please park in the parking lot provided. Do not park on the lawn.
- The initial length of the program is 90 days. You may request up to three 30-day extensions if you are gainfully employed and in full compliance with our rules and regulations, including savings, house maintenance, and church attendance. Extensions must be applied for in writing on forms provided. The maximum time you may remain in the program is 180 days, or six months.

## **Client Fund**

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- Each time either one of you is paid, you are required to take your check and obtain a money order to be deposited into your client fund account. You are required to deposit at least 25 percent of your net income (\$25 minimum) to this fund on a weekly basis.
- You are required to give that money to the director, along with your paycheck stub for verification. We will in turn give you a receipt of deposit into your account.
- Access to your account will be allowed for medical reasons, car maintenance, and other past bills. You will need to fill out a savings withdrawal that will normally be filled two days after approval.

## **Residency**

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- You are not to interact with or become personally involved with any clients in our Calvary Colony program. This is for your protection.

- No business is to be conducted with the director or his wife at his home. All business should be conducted during office hours or by appointment at the Intact Family Ministry office. Do not come to the director’s residence for any reason other than a life or death emergency!

**Moving Out**

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- You must fill out a client fund withdrawal slip and submit it to the director before moving out. A minimum of \$100 will be held in the client fund until after you have moved out, and the house has been inspected for cleanliness or damage. You may pick up your final client fund check at the office, or it can be mailed to you.
- You must gather and pack all of your belongings and remove them from the house. Items left behind will become Memphis Union Mission’s property.
- You must clean the house thoroughly by washing dishes, vacuuming the floors, washing sheets and towels, and cleaning the rest of the house. Please help us get the house ready for our next family!
- You must turn in all keys to the director and allow him to perform a final inspection of the property. In some cases, our maintenance department will also inspect the property for damage.
- Any damaged or missing property will be charged to you. Any lost keys will be replaced at your expense.
- Memphis Union Mission reserves the right to assess a fee for cleaning, if necessary. We may hold back any or all of your client fund deposits for this purpose.

I have read and fully understand the above and agree to all of its terms and conditions. I agree not to hold Memphis Union Mission responsible for liable for any accidents, injury, theft, or counsel on or off the premises that belong to the Mission.

Husband’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Wife’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_