

Ministry Handbook



Healing and Restoring Men from Addiction

[[This means that anyone who
belongs to Christ has become
a new person. The old life is gone;
a new life has begun!]]

—2 Corinthians 5:17 (NLT)

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Ministry Summary

Calvary House is a residential addiction ministry of Calvary Chapel Fort Lauderdale.

MISSION STATEMENT:

To heal and restore men from addiction.

"This means that anyone who belongs to Christ has become a new person. The old life is gone; a new life has begun!"

—2 Corinthians 5:17 (NLT)

PURPOSE:

To provide a safe environment where men can find healing and restoration from the bondage of addiction through a relationship with Jesus Christ.

VISION:

To see men and their families restored.

Criteria

While Calvary House is a great opportunity for many men, it's not for everyone. Calvary House accepts those whom we are equipped to minister to and points others in a direction in which they will be best served.

In order to be considered a candidate for the ministry, you must meet the following criteria:

- Be open to an environment where the message and teachings of Jesus Christ and the Bible is the central focus.
- Have a desire and willingness to be challenged and disciplined—spiritually and practically—in your relationship with Christ.
- Be physically able to participate in activities including, but not limited to, landscape tasks, chores, and exercise/workouts.
- Must have a state or government issued photo ID.
- Must discuss and receive approval from Calvary House staff for all prescription medications and reveal any medical needs during the interview process.
- Preferably be detoxed from all alcohol, narcotics, and antidepressants for a minimum of 30 days. Detox procedures are determined according to individual needs.
- Be prepared to meet all your financial obligations, including probation or child support fees, while at Calvary House as there will be no wages earned during your stay.

- Must not have been charged with (past or pending) any sexual or violent crimes or domestic violence offenses.
- Must be able to provide a one-time non-refundable \$350 donation to the ministry of Calvary House.

A referral network is in place for individuals Calvary House is not equipped to help. These individuals may include those in need of detoxification, those with mental illness, or those with a severe physical illness. The referral sheet is on page 19.

Calvary House does not discriminate based upon race or ethnic background.

Program Phases

*The ministry at Calvary House has been broken down into four phases. To graduate, residents must complete all four phases. Even though each phase has been designed to take only three months to complete, some residents may need more time before moving on to the next phase.**

Phase 1: Introduction

This phase is when residents adjust to Calvary House. They begin journaling, making time for devotions, and operating in our daily schedule. The residents will also go through ALPHA class. This class introduces the basics of the Christian faith through a series of talks and discussions. For residents to move to the next phase, they must first learn to live in community with minimal confrontation, journal, take notes at church, read assigned books, work obediently at church, and actively and willingly participate in any other aspect of Calvary House.

Phase 2: Regeneration

During this phase, residents will complete 10-weeks of counseling through an outsourced Christian counseling center. This phase is designed to help residents begin working through deeper issues in a safe and confidential environment. In order for residents to successfully complete this phase, they must complete all assigned counseling sessions as well as adhere to previous expectations from Phase 1.

*To determine whether or not a resident qualifies to move on to the next phase, an evaluation will be conducted between the resident's mentor, work supervisors, and Calvary House staff. In addition, at any given time, residents can be held back or asked to revisit their prior phase.

Program Phases

Phase 3: Inner Healing

During this phase, residents will go through inner healing curriculum on Thursday nights. At this point in the ministry, residents should be ready to address and seek healing from deep issues that may have been identified in their time of counseling. In order for men to move into Phase 4, they must successfully complete the inner healing curriculum as well as adhere to previous commitments from prior phases.

Phase 4: Servant Leadership

Residents who make it to this phase are ready to begin leading others. They will be recognized amongst their peers as servant leaders and tasked with certain responsibilities as well as certain privileges. Residents in this phase will lead the apartment they live in and qualify to serve in various areas of our church. Part of their responsibilities include leading their assigned apartment in areas such as devotional time, house disputes, shopping, and getting back and forth from work and church. They will be responsible for the health of their home. After successfully completing Phase 4, the resident will graduate and move into our transitional housing.

Intern Opportunity

The internship opportunity is available for residents who successfully complete the ministry and are willing to make a commitment in this role. Interns will be able to learn and grow in the calling God has for their lives. They will be responsible for the following as well as other duties:

| | |
|---|---------------------------------------|
| Maintenance | Coordinating men's appointments |
| Laundry | Transportation for men's appointments |
| Grocery shopping | Rehab Bible studies |
| Uniforms | Weekly book reports |
| General communication with the men in the house | Support during interviews |
| Saturday morning devotions | Intercessor prayer leadership |
| Intake process | Family day and event planning |
| Mentorship commitment | Saturday job assignments |

All of the above responsibilities are shared with the Calvary House staff. Interns will be supported in all of their endeavors while interning. Our goal is to further their walk with the Lord by allowing them to lead in a higher capacity.

Interview & Intake Process

The Calvary House interview/intake process normally requires at least one week, but can often take several weeks or more depending on availability.

The following list explains the admission process:

Interview

- **Application:** Candidates can complete and submit the online application by visiting **CalvaryFTL.org/CalvaryHouse**. A Calvary House staff member will call the candidate after reviewing the application.
- **Phone Interview:** Eligibility criteria will be discussed and a decision will be made whether to move forward with an in-person interview or to refer the candidate to another program or ministry.
- **In-Person Interview:** The candidate will meet with staff members at Calvary House. The candidate will be required to bring a state or government issued form of identification. Special accommodations will be made for out of state candidates. The candidate and the Calvary House staff will pray and seek the Lord as to whether or not His will for the candidate's future includes becoming a Calvary House resident.

Intake

Day of Intake: Apart from special circumstances, or unless instructed otherwise, intakes occur Tuesdays–Fridays before 3pm. If approved, the candidate should arrive at Calvary House no later than 3pm.

- **Paperwork:** The candidate will sign the Calvary House Commitment, General Release of Liability, Consent and Waiver, and Ministry Agreement forms.
- **Donation:** The candidate will give his non-refundable \$350 cash donation at this time.
- **Drug Test:** A drug screening and examination of all personal items will be performed.
- **Orientation:** The candidate will receive and review the orientation packet with a staff member.

Only after successful completion of all the above steps can candidates be accepted into Calvary House.

Approved Clothing & Possessions

The following list outlines the maximum number of approved clothing and possessions one can bring to Calvary House. Non-approved clothing or possessions will be donated upon entry into the ministry. Please refer to the Calvary House Ministry Rules for additional information about prohibited clothing and possessions.

Clothing

NO alcohol, drugs, tobacco, secular music, distasteful sayings, or women on t-shirts!

- Three (3) pairs of casual pants (e.g. jeans, khakis, and dress slacks)
- Four (4) pairs of shorts
- Six (6) nice t-shirts
- Six (6) undershirts (e.g. white T-shirts or "A" shirts)
- Five (5) collared shirts (e.g. polos and button up dress shirts)
- One (1) sweater and one (1) jacket
- Seven (7) pairs of underwear
- Ten (10) pairs of socks
- Four (4) pairs of footwear (e.g. tennis shoes, dress shoes, flip flops, or sandals)
Note: This does not include work shoes. The ministry will provide work shoes.
- Two (2) hats
- Two (2) belts
- Two (2) towels

Additional Possessions

- A Bible and one devotional book (no other books)
- Toiletries and a toiletry bag for storage
Note: Mouthwash containing alcohol is prohibited.
- Laundry detergent (laundry bag will be provided)
- Twin-size sheets, a blanket, and pillow
- A lunchbox
- Family photos (only one framed photo per man is permitted for display)

Clothing and possessions will be inspected upon entry into Calvary House.

Ministry Rules

Residents are expected to adhere to the following rules while participating in the Calvary House Ministry:

Personal Conduct

- No use or possession of drugs or alcohol (this includes mouthwash that contains alcohol).
- No use or possession of any tobacco products, including vaporizers (vape pen), nicotine patches, gum, etc.
- No threatening behavior or fighting.
- No firearms or any type of weapon may be possessed.
- No foul language, profanity, or crass joking.
- No communication, relationships, or friendships with women (this includes contact by phone, mail, e-mail, social media, visits, third-party messages, etc.). The only exception is a spouse or immediate family member.
- No pornographic or provocative material may be viewed or possessed.
- No sexual activity with oneself or others.
- No gambling or card playing.
- No borrowing or lending money.
- No computer/video games, laptops, iPhones, iPod Touch devices, radios, or CD players.
- No listening to secular music.
- No murmuring or complaining. Grievances may be submitted to a Calvary House staff member.
- Clothing must fit properly and be respectable. Sagging pants, sideways hats, earrings, etc. are not permitted.

Calvary House Procedures

- The resident must comply with drug screening.
- All prescription medication is to be checked in with the director for approval. Failure to do so may result in immediate dismissal.
- Calvary House is not responsible for lost or stolen items.
- Anything and anyone on the premises (including personal vehicles) may be subject to searches by the ministry team or anyone they authorize to do so. The use of personal vehicles is not permitted while in the ministry.
- Residents may not make unauthorized phone calls; a pass must be turned in a week in advance to make calls.
- Passes must be requested one week in advance for appointments during activity days and need an overseer's approval first. Residents must be here at least 90 days for a pass to be considered by the director.
- Residents may not carry more than \$20 cash at any time.
- Residents must attend every church service, class, group, and Calvary House function. A Bible, pen, and journal must be brought to each.
- Residents are expected to arrive at and depart from church services on time. The vehicles leave from Calvary House 30 minutes prior to the start of all events at church and leave 15 minutes after a service concludes.
- Residents may not ask volunteers, church staff, etc. to use a phone, for favors, money, or anything else without the director's approval.

CALVARY HOUSE MINISTRY RULES

Calvary House Procedures

(continued)

- Uniforms must be worn when serving at the church. Residents are expected to be presentable and ready for ministry activities when they leave their apartment in the morning.
- If a resident is sick, he must report to his activity and let his supervisor send him home.
- Cell phones may not be possessed or used until the resident enters the transition phase of the ministry.
- Calvary House will not pass along phone messages to any resident unless there is an emergency.
- No outside activities to be done on Sundays.
- For safety and health reasons, shoes and shirts must be worn while outside.
- The use or possession of sleep aids (e.g. Tylenol PM), mouthwash containing alcohol, energy drinks or supplements, or fat-burning supplements are strictly prohibited.
- All outside reading material must be approved by the staff.
- After the first thirty days, immediate family members and wives may sit with the resident at church as well as visit the Calvary House property during family visitation—the first Sunday of every month, from 2–6pm.

Housing Rules

- The resident must take all personal property with him when he leaves. Calvary House will not be held responsible for anything a resident leaves behind.
- Personal and common quarters must be kept neat and clean at all times.
- Residents may not leave their apartments prior to 7:10am, unless approved by a Calvary House staff member.
- Curfew is 9:30pm on Sunday through Thursday and 10:30pm on Friday and Saturday.
- “Lights out” is at 10pm on Sunday through Thursday and 11pm on Friday and Saturday.
- Visitors are not allowed in living quarters at any time.
- Residents must remain on the property when not attending a Calvary House sponsored event. They may only leave the property if they have an approved pass.
- Communication with neighbors (outside of Calvary House) is not permitted unless it is part of a supervised community outreach. Hanging out in the street is not permitted.
- Bicycles are not permitted on the Calvary House property, as there is no safe place for bicycle storage. Residents may walk, take the city bus, or get rides to wherever they need to go when on pass.
- Movie nights are Fridays from 8–10:30pm. Only movies provided by a Calvary House staff member are allowed.
- No walking on or across the grass between or in front of the Calvary House property.

CALVARY HOUSE MINISTRY RULES

Housing Rules (continued)

- A Calvary House staff member will load all iPods and MP3 players. Devices that have Internet accessibility are not allowed.
- iPods and MP3 players are not allowed to leave the Calvary House property and cannot be used on church property.
- The use of Facebook, Instagram, Twitter, or any social networking website is strictly prohibited while enrolled in Calvary House—this includes any time residents are on pass.
- No incense, candles, lighters, or matches are permitted in apartments.
- No gym equipment or weights are permitted in apartments.
- Furniture may not be moved or rearranged by residents.
- Residents may not hang posters, pictures, or any other decorations.
- No plants or any living creatures are permitted in Calvary House.
- Residents are not allowed to feed animals in the neighborhood—cats, dogs, lizards, etc.

Disciplinary Actions

Residents who violate the rules and regulations of Calvary House or disobey its leadership will be subject to disciplinary action.

All disciplinary action for misconduct will be issued at the discretion of the Calvary House staff and may include the following:

- A verbal warning
- A written report or assignment
- Loss of privileges (including passes)
- Extra chores
- Dismissal

The Following Actions are Grounds for Immediate Dismissal

- Use or possession of drugs, alcohol, nicotine, firearms, or pornography
- Failure to comply with drug or alcohol screening requests
- Physical violence, fighting, or threats thereof
- Blatant disregard for rules and/or authority figures
- Foolish behavior that endangers oneself or others
- Stealing
- Lying

Ministry Activities

A standard activity week is Monday through Friday and consists of approximately 43 hours of volunteering in the form of manual labor. All residents will serve at Calvary Chapel under the supervision and leadership of Calvary Chapel staff—many of which are Calvary House alumni. There will be no wages earned during a resident's stay in the ministry.

Ministry Activities While in Calvary House

Practical Application and Experience

We have found that daily assignments often helps bring to the surface unbiblical attitudes towards work, authority, and God, as well as can occasionally reveal dishonesty and disorganization. In exposing and addressing sinful attitudes, serving also provides staff the opportunity to teach residents the benefits and blessings of mature Christian character in making the best of all situations in a way that honors God.

Ministry activities also prepare residents to live a productive life after they complete the ministry.

They will learn specific principles regarding a healthy work ethic, such as:

- Working unto the Lord
- Punctuality
- Good attitude and willingness regarding work
- Submission to authority
- Team work with staff and other Calvary House residents
- Diligence in completing tasks and experiencing the satisfaction of work well done
- Dealing with and overcoming bad days
- Taking initiative
- Understanding the connection between job production and future income
- Potentially learning/developing new skills

Ministry Activities Description

A resident's tasks will consist of:

- Maintaining the grounds by mowing grass, trimming bushes, cutting tree branches, planting bushes and trees, pulling weeds, etc.
- Kitchen detail which includes washing dishes, taking out the trash, stocking inventory, prepping food and stations for

the day, making salads and sandwiches, grilling meat, working the sauté station, and making pizzas.

- Occasionally participating in benevolence opportunities on Saturdays.

Weekly schedule

| SUNDAY <i>Sabbath Day of Rest</i> | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------------------------------------|---|---|---|---|---|-----------------------------------|
| 7:30am Wake Up | 5:30am Wake Up | 4:30am Wake Up | 5am Wake Up | 5:30am Wake Up | 4:30am Wake Up | 7am Wake Up |
| 8–8:45am Personal Devotion | 6:20–7:10am Personal Devotion | 6:20–7:10am Personal Devotion | 6:20–7:10am Personal Devotion | 6:20–7:10am Personal Devotion | 6:20–7:10am Personal Devotion | 8–9am Bible Study |
| 10am–2pm Park | 8am–5pm Work at Church | 8am–5pm Work at Church | 8am–4pm Work at Church | 8am–5pm Work at Church | 8am–5pm Work at Church | 9:30am–12pm Chores |
| 5–7pm House Meeting | 7pm House Meeting | 7pm House Meeting | 4:30pm Uniform Collection | 7pm House Meeting | 8–10:30pm Movie | 1–4pm Park/Phone Calls* |
| 9:30pm Curfew | 9:30pm Curfew | 9:30pm Curfew | 6–8:30pm Church | 9:30pm Curfew | 10:30pm Curfew | 5:30–8pm Church |
| 10pm Lights Out | 10pm Lights Out | 10pm Lights Out | 9:30pm Curfew | 10pm Lights Out | 11pm Lights Out | 10:30pm Curfew |
| | | | 10pm Lights Out | | | 11pm Lights Out |

*After the first 30 days, a ten-minute phone call is allowed every week. Any calls out of the ordinary require a pass, which must be attained one week in advance.

Food, toiletries, etc. will be provided to each apartment weekly by Calvary House. Meal planning, cooking, and cleaning are a resident's responsibility. Each apartment has its own kitchen.

Investing in Your Marriage

We know that this season can be a difficult time for husbands and wives. The goal of Calvary House is to encourage and equip married couples to build the foundation of their marriage on God's Word and live out God's commands daily. By meeting together for couple's counseling, talking through concerns, studying the Bible, praying, and accepting the power of the Holy Spirit, marriages can be strengthened and restored.

In addition, resident's wives are invited to meet with other Calvary House wives each month for support and encouragement.

Confidentiality Agreement

*All residents agree to honor the confidentiality of all program participants. No resident will disclose any personal information shared during any group meetings, classes, or counseling activities with anyone outside the ministry, **unless required by law**. Breaking another resident's confidentiality **without legal justification** may result in disciplinary action, up to and including termination from participation in the ministry.*

A Resident's Journey

Calvary House is not a program, but a ministry for men that want to change. Depending on the willingness of the individual, that change will take varying degrees of time. We do not use specific time frames to move men through the ministry. One person may complete the ministry in a shorter time than another.

The goal of this ministry isn't for a man to endure through an exact period of time, get a certificate, and move on. The idea is that he will surrender his will and draw near to God, and in the process, God will change him more and more into the image of Jesus.

"But seek first the kingdom of God and His righteousness, and all these things shall be added to you."

—Matthew 6:33 (NKJV)

THE TRANSITION

Before a resident completes the ministry, he will go through a period of transition. The focus will be to apply the truths, principles, and disciplines that have been learned to one's daily life in practical ways.

"But be doers of the word, and not hearers only, deceiving yourselves . . . But he who looks into the perfect law of liberty and continues in it, and is not a forgetful hearer but a doer of the work, this one will be blessed in what he does."

—James 1:22, 25 (NKJV)

This time will consist of more freedom and responsibilities. The vision and purpose of the transitional phase is to further equip the resident to walk out his faith in a safe environment. Transition can be a difficult and challenging time and it is our heart to provide the accountability and guidance that is crucial to the resident's future success. We will promote

and practice continued accountability in the areas listed below:

- Cell phones
 - + Working with the resident to get cell phone privileges
- Employment
 - + Choosing the right job—who the resident works with/for and the schedule worked
- Money management, budgeting, and education on finances (FPU)
 - + Paying rent—the resident is charged \$300/month rent once employment is obtained
 - + Residents must establish a savings plan
- Married men will gradually reunite with their families (overnight passes will be every weekend).
- Single men will have a free day once a week (usually on Sundays).
- All residents are to participate in weekly church services.
- Residents must serve in ministry at church and Calvary House at least once a week.

Referrals

MINISTRY AND DETOX REFERRALS

| | |
|--------------------------------------|--------------|
| BARC (Public Detox—Broward)..... | 954-831-1580 |
| CARP (Public Detox—Palm Beach) | 561-844-6400 |
| ARC (Salvation Army) | 954-463-3725 |
| Calvary House Saint Petersburg..... | 727-347-7335 |
| Dunklin Memorial Camp..... | 772-597-2841 |
| Faith Farm Boynton Beach | 561-737-2222 |
| Faith Farm Fort Lauderdale | 954-763-7787 |
| Faith Farm Okeechobee | 863-763-4224 |
| Holy Cross Detox..... | 954-771-8000 |
| Imperial Point Detox | 954-355-4400 |
| Sonrise Mission..... | 954-485-0951 |
| Blessed Hope (Women)..... | 207-989-4177 |
| Calvary House for Women | 954-315-4245 |
| Refuge Ranch (Women)..... | 772-597-0992 |



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