

# ***Shiloh Student Handbook***

**Direction with Affection:** Shiloh Ministries is a ministry for men with substance abuse problems to have their lives restored by giving them direction with affection.

**Highest of Standards:** God has established this ministry, therefore, it is ordained to operate only under the Highest of Standards.

**Quality:** Describes the fruit of everything we do from Alpha to Omega.

**Service:** We are called to be servants to one another and our vocation. We serve one another, which ultimately is a service to our students. We move promptly on everything we do.

**Continuous Creativity:** Here at Shiloh Ministries there is a commitment to always raise our standards and improve our image and services. Excellence is our goal, and daily we strive to be an example that others may follow.



***Pastors Rocky & Debbie Fondren***



***“Bringing the rebellious nature of man back to the unity of faith, which is in Christ Jesus”.***

## Our Schedule

### Monday thru Friday

6 am	Arise
6:30 to 7:00 am	Quiet Time
7:00 am	Breakfast
8:00 am - Noon	Class
Noon to 12:30 pm	Lunch
12:45 pm to 4:30 pm	Work Duty
5 pm to 6 pm	Dinner

7 pm to 8 pm [winter] 8 pm to 9 pm [summer] Bible Study

10 pm Lights Out. Be in bed. No visitations in rooms @ this time.

**\*Wednesday Church** Dress attire: Collar shirts (tucked in, w/ belt) dress shoes, & pants. Departure is **6:15 pm**.

**Lights out 10:30 pm Wednesday night.**

**\*Weekly phone calls** begin at **7 pm [winter] 8 pm [summer]**.

**\*Friday is Movie Night**, popcorn & Coke ! **8 pm**.

**Lights out 11pm on Fridays.**

**\*Saturday Brunch** at **10 am** followed by cleanup of Ministry grounds, followed by free time. **Lights Out at 11pm Sat. night.**

**\*Sunday Church departure 10 am**

**Wake up is 8 am and Lights Out at 10:00 pm [ Sun. night ]**

**Sunday A.M.** dress attire is, slacks, tie, collar shirt, and dress shoes. Suit or coat optional. **Sunday P.M.** is collar shirt (tucked in w/ belt), slacks, shoes.

**Classroom 8am. Attire** is collar shirt, pants, shoes. Sandals and hemmed shorts permitted in summertime.

*\*Promptness to class, meals, church, work assignments is expected. A pattern of tardiness is reason for dismissal. If you are not feeling well or have another valid reason not to be at your assigned location at the scheduled time, you must notify the counseling staff ahead of time.*

- **No Monies:** Students are not allowed at any time to have cash, checks, credit cards, or money orders on them, or in garment lockers. .
- **Privileges/Responsibilities:** Privileges and responsibilities increase over the course of the year as students successfully complete each phase and quarter of the one year resident program. Commitment to the overall Shiloh curriculum such as attentiveness to Bible classes, assigned work duties , respect and submission to authority, relationship to fellow students, and how they handle themselves in every day situations at Shiloh brings about privileges with responsibilities.
- **Mail Policy:** Incoming letters and packages will be opened & read by the office staff before given to the student. All mail must be left open or it will not be mailed. No limit to letter writing. Letter writing to immediate family only-No girlfriends, ex-wives, or old acquaintances.
- **Phone calls and Visitation:** One supervised 15 minute phone call per week. Call must be collect or on a calling card. Visitations are limited to one Saturday per month, after the student has been a resident for 90 days (no exceptions). One family (4 persons) per weekend on Ministry grounds (see staff concerning scheduling). Visitations will consist of family members only. Guest will check in with Director/ Staff before visitation with student. No girlfriends or ex-wives unless children are involved. Week end pass policies are as follows; after 6 months, one 5 hour pass on Sat. per month (12pm to 5pm). After 9 months, one Saturday 8hr. pass per month (10am to 6pm). Being late on return will result in next months pass being revoked.
- **Conduct Outside the Ministry:** No unsupervised contact or communication is permitted without approval of the Resident Director or Counseling Staff. In Church or at other public occasions you may recognize and greet them, (members of the opposite sex) if they initiate the contact first. Students **MUST** remain together as a group unless otherwise instructed. No prolonged conversations. You must end conversation quickly or be interrupted by staff & possible disciplinary action.

**Medical/Dental Policy:** Any present physical injury and/or sickness should be taken care of prior to admission into our one-year resident program. If an illness and/or sickness occurs while you're a student at Shiloh, the student and/or his family is personally responsible for costs incurred. Shiloh Ministries does not have medical/dental coverage for any of the students. If an illness, sickness, or injury prevents a student from the normal activities of the student life for more than two (2) weeks, the student will need to withdraw and re-enter after a full recovery has been made. All medications and prescriptions must be approved and administered by the Resident Director or his designated staff member. No medications of any kind will be permitted to remain in the possession of the student. No ongoing or long term medications are permitted during our one-year program. **Note:** Shiloh Ministries Staff or Authorized Agents are not personally liable for illness, accidents, or injury to students. Any medical attention necessary while a student at Shiloh is the personal responsibility of the student and/ or his family.

### Work Detail Guidelines Away From Shiloh Premises

- 1) **No asking to use phones at anytime. (unless an emergency)**
- 2) **No driving of motor vehicles to run errands in town or to go & get gas in vehicles. If confronted with this decision; say no; or ask the responsible party to call staff.**
- 3) **No going into house's. (unless work detail calls for work inside & only under supervision).**
- 4) **No borrowing tools, unless given the OK by staff.**
- 5) **Always respect the other persons property & equipment.**

Only the Pastor will make decisions on student dismissals. Each decision is based on continued rebellion or disrespect for the Holy things of God. Students will avoid these foolish things and it is stated for the record these things are not tolerated here at Shiloh Ministries.

Disrespect for Staff	Dismissal
Profanity	Warning
Cheating	Warning
Immorality	Warning
Gossip/Mocking	Warning
Smoking	Dismissal
Gambling	Dismissal
Drinking/Drugs	Dismissal
Physical Violence	Dismissal
Secular music/TV	Warning
Glorifying past sin	Warning
Leaving Ministry grounds	Dismissal

**The Kitchen/Pantry/Laundry are all OFF LIMITS** unless assigned work duties require your presence there. No Laundry on Sunday.

**\*NO FOOD OR DRINKS IN CLASS ROOM** (except movie nite) **OR DORMITORY.** (WATER IS ACCEPTABLE IN CLASSROOM). **No storing or hording food supplies** (can drinks, coffee, candy bars, & sunflower seeds ) in Garment lockers or classroom table storage boxes.

1. All rooms will be inspected. The rooms are to be maintained reasonably throughout the remainder of the day.

This includes

- A. Beds properly made before 8am, Mon. thru Fri. Weekends before 10am.
  - B. Clothes neat and properly stored. No personal wall pictures hung in room.
  - C. Floors, Decks, Shelves, etc. Will be free of dust and litter.
  - D. Food-type items or drinks are not permitted anywhere in Dormitory & Classroom (exception; Friday nite movie in classroom). No eating or have in possession un-shelled sunflower seeds or any type un-shelled seeds or nuts.
  - E. No going back to bed after wake-up call during week. Naps are permissible only after completion of work duties [ see staff for questions ].
  - F. Classroom tables are to be organized & well kept. No clutter, on tables.
2. Dishes, cups, Shiloh issued tools, etc. Are not to be taken outside or to be stored in students rooms. All items in the student's rooms are left to the discretion of the Staff. We as Staff will search rooms & lockers periodically to see if students are in compliance
  3. No coffee during class time & work duty hours. Coffee hours are 6am to 7:15am 4:30pm to 5:15pm Mon. thru. Fri. Weekends - 7am to 10:15am & 4:30pm to 5:30pm.
  4. Students hair will be properly groomed off of ears and collar.
  5. No Loud music playing, talking, running in the hallways, etc. is permitted at any time. "Quiet Time " is especially observed between the hours of 9:30 pm and 6:00 am.
  - 6.. No secular music. Only Christian music that is evangelistic and intelligible.
  7. All students must notify staff prior to using restrooms at church. Students must remain in pews at all times before & after service's. We come & go as a group.
  8. No laying down or sleeping on community couch. No sitting on couch with sweaty or dirty clothes. No sitting or laying down without a shirt. (see posted TV guidelines in community room).
  9. No playing cards or dominos.
  10. No going without shirts on ministry grounds. No gang graffiti or attire. No wearing of pants below hips. No showing of underwear or wearing of earrings, nose rings or studs.
  11. Students are not permitted to go to the Pastor's house, unless it is an emergency. Notify staff or resident counselor for all questions.