



RACE PROGRAM

Guidelines and Application





About CareCenter Ministries	3
RACE Program Overview	4
PHASE I & PHASE II	
Overcomers	9
Prison After Care Programs	9
The Race	10
Rules Of The Road...	11
Privilege Guidelines, Classroom, Transportation & House Rules, Addressing CCM Staff	
Client Information Forms	17
Physical Labor Agreement	20
Waiver of Liability	21
Civil Rights Statement	22

You Too Can Be A Winner!!!

CARECENTER MINISTRIES RACE PROGRAM

The RACE program is designed to help those with life controlling problems. This being a ministry, our efforts evolve around Christ at the center and a good foundation of Biblical principles. We have found this program to be very successful with real long-term solutions rather than a temporary band-aid to such things as addiction, self-destructive behavior and lack of self-worth. Issues of this magnitude are very serious, and should not be taken lightly or thought of as problems that can be controlled without the help of the only higher power – Jesus Christ. We here at CareCenter Ministries have developed a system, using time proven biblical principles to give you the necessary tools to help you become winners, the winners God has made us ALL to be regardless of our background.

Eldred Sawyer

Senior Pastor



***Take his hand... Walk with him... He's calling you...
Ready to pick you up and brush you off...
and show you the way...***

RACE PROGRAM OVERVIEW

CareCenter Ministries is a non-smoking environment.

Here's a peek at the Phase I curriculum:

This stage being the "Boot Camp" stage of the program; is where the re-birth begins, and the old is left behind. This is called discipleship.

Ref: Luke 14:27



"And whoever does not bear his cross and come after me cannot be my disciple."

You as the client will receive training and direction, facing problem areas and issues, as well as becoming familiar with the program and the staff. One of the most awesome things about our staff is that most of them, if not all of them have been there right where you sit... They are graduates of RACE. So you see, they can understand your struggles and fears. Each resident will generally remain in Phase I for approximately 6 months, depending on his growth upon evaluation. The goal for promotion to Phase II will be 6 months but may vary if staff notices areas of concern that have not yet been dealt with.

MAIN FOCUS

SPIRITUALITY

During Phase I we focus on the spiritual aspect first. We believe a man must change from the inside out. After the initial experience, we begin to rebuild that which has been torn down – i.e. values, hope, incentive, ambition, desire, confidence, self-discipline, character and attitudes toward authority .

WELL BEING

A considerable amount of time is spent dealing with areas of bitterness and grievances caused by past hurts from life experiences, parents, etc. We will teach the client to set healthy boundaries for his life. We will instill the fact that actions produce results and consequences.

Our formula is simple:

Good Actions = Good Results

Bad Actions = Bad Consequences!

DISCIPLINE

Our main goal is to provide a safe environment that promotes spiritual growth through our Lord Jesus Christ. CareCenter Ministries, like any other facility, has its own set of rules and regulations to which each resident must adhere. We also understand this requires certain degrees of discipline. We are sure you may have your own ideas. We are sure that everyone has their own idea of what is best, just as we are sure that there is a reason you have come to us for help. We, as followers of God, can only feel blessed to have received the opportunity to offer a hand to help guide you through each step. We require your full commitment and support working with the program as well as obeying all governmental rules.



NOTHING WORTHWHILE COMES EASY

Each rule set has been considered thoroughly and most are typical for a healthy spirit filled environment. If a client continually resists the rules of the house, he will be placed under disciplinary action.

Disciplinary action includes:

- Extra duties
- Dish washing

It also will result in loss of certain privileges not limited to, but including:

- Telephone use
- Passes or visiting privileges

The resident must also write a Bible scripture applicable to the offense 100 times a night, which will be submitted the following morning by 9 a.m.

Psalm 119:11 "Your word I have hidden in my heart that I might not sin against You."

CONTINUED ENRICHMENT

You will continue the main focus of Phase I, meanwhile we feel at this level you have instilled some principles and guidelines for yourself that will allow you to handle making good decisions. This phase duration is also 6 months, pending Pastor's approval. Some additional responsibilities, which you will be held accountable for, but not limited to include:

- Employment
- Money Management
- Time Management
- Relationships

EMPLOYMENT

When you enter this phase you will be expected to retain employment off the property and stay in good standing on your job. Bad reports from your employer, or termination will result in major Phase II set backs.

MONEY MANAGEMENT

While earning money you will be expected to also "earn your keep" as we are a non-profit, self-sufficient organization and cannot pay your way through the whole program. We also feel this helps prepare you for good money management later as you graduate from the program.

Your financial responsibilities at this level will include:

- Paying \$100.00 weekly for room and board.
- 10% of your gross salary for tithe to the church.
- A decided amount for you to put into a savings account. This money will be put aside for you to get on your feet upon graduation from Phase II (rent deposits, utilities, etc). You will be required to save a minimum of \$1500.00 during Phase II.

The goal here is learning to save and spend your money wisely, gaining good money management skills for a great head start when you complete the program.



TIME MANAGEMENT

You will be responsible to maintain attendance at all meetings as designated by the staff. You must continue to structure your time to complete all assigned homework. You must also check in and out when leaving the premises and show accountability for time spent off property. Again, this is to ensure proper personal growth and responsibility. No assumption should be made about days off from work; staff still must approve time spent off property.

RELATIONSHIPS

While in the program, it is essential that we screen all relationships with you and outsiders, in order to keep you focused and walking straight in the Lord. All of us have weaknesses and unfortunately we are susceptible to falling back into unhealthy thinking and relationships if we are not careful. **The following relationships will definitely NOT be acceptable:**

- Relationships with relatives, friends, boyfriends/girlfriends who are substance users, i.e. – drugs, alcohol, inhalants, etc.
- Sexual relations of any kind
- Relations with those who do not uphold the law, gang relations, etc.

~THERE WILL BE NO DATING WHILE IN THE RACE PROGRAM. RELATIONSHIPS WITH THE OPPOSITE SEX WILL ONLY BE ACCEPTED IF THE INDIVIDUAL IS YOUR SPOUSE ~

We emphasize to you that your stay in the RACE Program is not your “ticket” to living it up. You cannot just do your time here and expect things to just work out...

This program is for instilling LIFE PRINCIPLES. These principles are going to be the only thing that will save you from yourself and allow you to live FREE FROM THE BONDAGE OF THIS WORLD ONCE YOU COMPLETE THE PROGRAM.

Do not be deceived:

***“Bad company corrupts good habits”
I Cor. 15:33***



Release from Phase II will be determined by:

- Your growth-level.
- You are showing fruit that you are free from addiction.
- Your work performance through the ministry & employment.
- You have reached your required savings amount that had been set (\$1,500.00).
- You have been paying your room & board dues as required.
- You have been an active participant in the program and getting along with others.
- You are functioning in a ministry of the church, i.e. - Adopt-A-Block, Children's Ministry, Overcomers, Worship Team, etc.



When most of us come here, we come from addictive, self-gratifying lifestyles. We have been takers, but God's word says we must deny ourselves if we are to become disciples. Our desire is to train you to be a giver. Many people are affected by our taker mentality i.e., our families, society, etc. As we learn to become givers, God is faithful to restore. The work must begin in our hearts.

***Begin now... I am a giver... Not a taker! Therefore
I will be grateful when I am challenged to give of myself.***

PRISON AFTER CARE PROGRAM

BEING AN OVERCOMER

***“Study to show yourself approved unto God, a workman that need not be ashamed, rightly dividing the word of truth,”
II Timothy 2:15***

For addiction issues, we use the “Overcomers” material, which is a Christ-centered 12-Step program. You as the client will attend weekly meetings where you will be able to interact with others on different levels of sobriety. In these meetings they can share their struggles and receive input from those who have overcome such struggles. Each person is given a workbook called “A Daily Choice,” which will take him through the 12 Steps in 90 days. This workbook will be required for all residents. Disciplinary action will be taken if you are found to be behind in your book. Completion of this book will be one of the requirements for consideration of completion of Phase I.



PRISON AFTER CARE PROGRAM: RE-ENTRY

***“To open the blind eyes, to bring out the prisoners from the prison, and them that sit in darkness out of the prison house.”
Isaiah 42:7***

This is a 30-day orientation and discipleship program for those recently released from prison, providing transitional services for residents as well as job readiness training. During this period all of the preceding Phase I rules and guidelines apply.

After 30 days you will be released to do a Job Search. You will have 45 days in which to find employment. If employment is not found within this period, individuals will be assessed and evaluated on a per case basis.

During this 45 day period and for the next six months to follow, all Phase II rules and guidelines must be adhered to in order to maintain residency.

RUNNING THE RACE...

In a race everyone runs, but only one person gets first prize. To win, you must deny yourself many things that would keep you from doing your best. An athlete goes to all the trouble just to win a blue ribbon or a Gold Cup. We run the race to win a place in heaven and reap the rewards that never disappear! So run straight to the goal with purpose and determination in every step. Fight to win... Don't just shadow box or play around... Like an athlete, I punish my body... I treat it roughly... training it to do what it should do... not what it wants to do. Otherwise, I fear... I feel inadequate... I feel unworthy and not fit for the race... I may not even finish the race, and may be disqualified.



The Purpose

- Run your race to win.
- Run straight to your goals with the ability to get up and keep going if you should stumble.

The Plan

- Deny yourself whatever is potentially harmful, whatever that may be.
- Discipline your body by training it and to be transformed by the renewing of your mind in the word of God!

The Prize

- A heavenly reward that never disappears!
 - The ability to set boundaries around our lives and stick to them!
 - The stability and freedom over areas that have previously controlled us!
- Winning a race requires purpose and discipline. The apostle Paul used this as a reference to explain that the Christian life takes hard work, self-denial, and grueling preparation.



***"WE CAN DO ALL THINGS THROUGH HIM WHO STRENGTHENS US!"
Philippians 4:13***

PRIVILEGE GUIDELINES

VISITATION POLICY

Residents will not be allowed any visitors for the first 21 days. Your Director must approve all visits at least one day in advance. NO DROP INS!!

All visits are to be considered privileges not rights.

Consideration for approval of visits will be at staff discretion and based upon the conduct and stability of resident. A staff member must screen all visitors outside of the immediate family for approval. After 21 days, immediate family members (*ex. – Mother, Father, Siblings*) of resident may attend church services and Overcomers meetings, not arriv-

ing any earlier than 15 minutes before and must leave no later than 15 minutes after the meetings. These visits are restricted to parents, siblings and spouses attending meetings only. We will only consider a single one-hour visiting session weekly and the request must be put in 24 hours prior to requested session time.

WEEKEND PASS POLICY

No passes will be granted for the first 45 days.

Residents will be granted passes to immediate family members if the environment meets necessary requirements suitable for the resident. Passes will be granted to Christian families who have taken an interest in resident as well. **Residents must submit a written request no later than Thursday morning at 9:00 a.m. to allow a weekend pass for that Saturday.** It should be understood that approval for these passes are at staff discretion, and once a decision has been reached it is not open for discussion. The approval of these passes will be based on the following:

- Conduct
- Attitude
- Stability
- Environment of requested pass location

The first pass will be granted for 3 hours. You must complete the first pass successfully to earn a second. The second pass will be granted for 12 hours. After successful completion of your second pass, you will be eligible for a third pass of 24 hours.

Also, when returning from a weekend pass YOU MUST BE ON TIME!

Any tardiness will not be accepted and will result in disciplinary action.



CLASSROOM RULES

TELEPHONE POLICY

Resident will not be allowed telephone calls for the first 7 days. After the 7-day induction period, residents may be granted 3 telephone calls per week. Again these are subject to denial at any time by staff members due to conduct, attitude, or stability of resident.

ALL LONG DISTANCE CALLS MUST BE MADE COLLECT!

Understand the staff reserves the right to listen to, limit or screen any calls made. The office will be open for phone calls only at the Home Director's convenience. No phone calls during the absence of the Home Director, with the exception of incoming emergency calls that will be screened for validity (*ex. – death of a family member, etc.*). Residents are not to use the telephone while off property whether that is at the store, running errands, on job assignments, etc. All calls are to be made in the office and use of the telephone off property will lead to disciplinary action, or termination from the program.

MAIL POLICY

Residents will be allowed to communicate with spouses and family members through the mail, and once again staff reserves the right to screen all letters, incoming and outgoing.



CLASSROOM RULES

- You will be held responsible for arriving in class on time with the proper tools & materials, i.e. – pen, paper, Bible, etc.
- Proper classroom conduct is expected at all times. No distractions will be permitted, i.e. – feet in chairs, laying on the floor, talking at inappropriate times, correcting teachers, etc.
- Classroom interaction will only be permitted by direction of Instructor.
- Notes are a required part of each class with a minimum of one page per class daily.

TRANSPORTATION RULES

CLASSROOM RULES *continued*

- Complaints to the instructor will not be tolerated. If you have any grievances, take them to your Home Director in private for counsel.
- Raise your hand and wait to be acknowledged before speaking in class.
- Homework can be done any time there is down time; between job-assignments or after 11p.m., quietly under low light. Do not disrespect your neighbor.

No homework can be done in morning class or night class.

TRANSPORTATION RULES

- NO EATING OR DRINKING IN THE VEHICLE AT ANY TIME.
- ALL WINDOWS SHOULD BE UP BEFORE LEAVING THE VEHICLE.
- THERE SHOULD BE NO MOVING AROUND ONCE THE VEHICLE IS MOVING.
- HERE IS NO SAVING CERTAIN SEATS UNLESS IT IS PER A STAFF MEMBER'S REQUEST.
- DO NOT SHOUT OUTSIDE THE WINDOWS AT ANY TIME.



1. No profanity or abusive language will be permitted anywhere, anytime.
2. No bragging or glorifying your past life.
3. Possession or use of drugs, alcohol, or tobacco products at any time will result in immediate disciplinary action or termination from the program.
4. No leaving the property without the permission of your Home Director. ***This will result in discipline or possible termination.***
5. You must report back after all outings to the Home Director, at which time he may smell your breath, check your pockets or any personal possessions, or require a U.A., etc.
6. Attendance is required at all scheduled activities without arguing or complaining. Good attitudes are expected from residents during class.
7. Disrespect in any way to a staff member or Leadership academy student will not be tolerated. Any disagreements may be settled in private through sensible evaluation of the problem at hand, between all parties involved and the Senior Home Director.
8. Tardiness to any scheduled meeting will result in discipline
9. Personal belongings and living area are subject to search or shake down at staff discretion.
10. Showers must be taken daily and your appearance must be neat and clean at all times except while working. ***Non-compliance will result in immediate disciplinary action.***
11. No naps between 7 a.m. and 5 p.m. without specific permission.
12. Beds must be made and living area kept clean. The "Chore Checker" will check chores by 7:45 a.m. No breakfast will be served until chores are correctly done.
13. Residents must be in bed before 11 p.m., without the approval of a staff member.





14. All eating will be done at the dining room table. All meals served will be eaten together in a designated area. Any food in bedrooms will result in discipline.
15. Visits and phone calls are privileges, not rights and will only be granted at staff discretion based on conduct, attitude, and stability of resident.
16. The RACE program will sit together as a group at all outings, filling one row before starting another, leaving no empty seats.
17. No disruptive behavior will be tolerated at any time, including meetings, church services, etc.
18. Any problems or discrepancies must be discussed or appealed through the proper channels. Only those with direct authority over the RACE program can do anything about your situation, and only they will be able to see the whole picture. Any attempt to appeal your situation or disagreement with other residents or even church members, will not result in a resolution, but only complicate things. Chain of command for RACE program appeal is Merideth Weems, Home Director; Pastor Sawyer and then, Tim Chapman, Chairman, CCM Board of Directors.

***Any other exchange will be considered murmuring
and complaining, and discipline will be given.***

19. All monies belonging to Phase I residents will be locked in office. You will be allowed \$10 per week to be kept on your person.
20. Use of the restroom during class times is prohibited. Such activities should be taken care of before or after class.
21. Check with office & get permission before you go to the store and check back in the office upon return at which time you may be searched.
22. If you leave or are terminated before graduation, you will leave with what you came with. An inventory will be taken.
23. Discipline writing can only be done after 5 p.m. till 9 a.m., not in class or during work hours.
24. Radios are permitted by staff members only and played from 7 a.m. till 9 p.m. If you get out of hand with your sound, you lose it. No headphones allowed, Leadership In Training included. Mini T.V.s and Hand Held Games are not allowed at CareCenter.
25. Sunday passes to lunch after church are from dismissal till 3 p.m.



All residents will be expected to address staff in a formal way. Also if you need to approach a staff member for any reason whatsoever, the proper approach would be - *"Sir, may I have a moment of your time?"* At that time staff may grant the resident an audience or not. Based on the agenda and time of the staff member, their reply should be as follows:

- "No, you may not at this time, try again later."

Or

- "Yes you may," and grant the resident an audience.

Improper addressing of staff members will be an automatic 3 days discipline.

Also, improper approach and request for audience will be an automatic 3 days.

Any demands for an audience after being denied will be an automatic 7 days.



YOUR PERSONAL INFO

Date: _____

Name: _____
Last First M.I.

Social Security: _____ D.L. or I.D.: _____

Height _____ Weight _____ Eyes _____ Hair _____ D.O.B. _____

Sex/Gender: _____

Previous Address: _____

Phone: _____

We ask for some information about your parents: If deceased, please note:

Parents Name: _____

Address: _____

City _____ State _____ Zip _____

Home Phone: _____ Work: _____

Closest living relative not listed above: _____

Name of Spouse _____

Address _____

City _____ State _____ Zip _____

Home Phone: _____ Work _____

Status of marriage – healthy, separated, divorced, etc...

Please explain? _____

List any treatment Center or ministry you have been in whether or not you completed their program _____

Last Church attended _____ Phone _____



Pastor's name _____

Name and Phone # of anyone who has helped you or is currently helping you:

Who should we contact in case of an emergency?

Name: _____ Relationship: _____

Address: _____

Phone: _____

Are you on probation or parole? Yes No (Circle one)

If so, Officer's Name: _____ Officer's Phone #: _____

How Long? _____ Date Instated: _____ Amount of fee: _____

Report Location: _____ Time: _____

Offense? _____

Do you have any outstanding warrants? Yes No (Circle one)

Are you court appointed to this program? Yes No (Circle one)

If yes, Judge _____ Court _____

Probation Supervisor _____

Do you practice any other faith or religion other than Christianity? Yes No (Circle one)

If yes, explain? _____

Do you receive Food Stamps, Social Security, or any other Government support or Federal aid? Yes or No (circle one) If yes, explain? _____

Do you have any pending lawsuits or any legal matters, which you are presently working through? Yes or No (circle one) If yes, explain?

Do you have any sex offenses on your record? Yes No (Circle one)



If yes, explain? _____

Are you currently enrolled in any MHMR programs or currently taking any psychiatric drugs or anti-depressants? Yes No (Circle one)

If yes, explain? _____

You need to understand that any false information you give on this questionnaire will result in immediate termination from this program.

JOB HISTORY

TRADES: ENTER YEARS OF EXPERIENCE

- | | |
|---------------------------|--------------------------|
| _____ Construction | _____ Electrical |
| _____ Plumbing | _____ Paint and Drywall |
| _____ Carpentry | _____ Welding |
| _____ Clerical | _____ Computers |
| _____ Filing | _____ Food Service |
| _____ Janitorial | _____ Landscape |
| _____ Irrigation | _____ Equipment Operator |
| _____ Mechanical | _____ Automotive |
| _____ Small Engine Repair | _____ Equipment Repair |
| _____ Machinist | |

List any other skills below: _____



RACE is a self-supported, non-profit organization. All monies received from work done by Phase I clients will go directly towards covering the operating cost of their program. All clients will be required to work for the cost of their programs as designated by staff. The RACE program will accept any individual regardless of race, or economic status if resident is willing to submit to the rules and work.



THE WORK PROGRAM SERVES A THREE FOLD PURPOSE:

1. The work program makes us self-supporting, so we can take a client regardless of their economic level. There is no cash charge for RACE, so a client can enter with no money or insurance and can feel good knowing they are paying their way.
2. To teach the appropriate way to submit to authority:
Many of us have been hurt, disappointed, rejected, etc. by authority figures. This has impaired our perception of authority. The employer is an authority figure. If we are to function in society this must be corrected.
3. To teach proper work ethics:
The discipline and ambition it takes to be a good employee must be taught. This will be a focus during your stay.

All RACE Program clients must understand that all work done here is to pay for services rendered. Clients must be willing to accept these terms.

Written forms from the doctor will be required for lay-ins. RESIDENTS WHILE ON ANY JOB ASSIGNMENT CAN TAKE NO TIPS! If caught this will result in disciplinary action.

Client _____ Date _____

Staff _____ Date _____



AND AGREEMENT

I, _____ understand that the services given or rendered to me by CareCenter Ministries are provided with the understanding that no guarantee has been made to me in helping me overcome my substance abuse problems or any other life controlling issues, and that I will not hold CareCenter Ministries responsible in any manner whatsoever in the event that I become ill, injured or otherwise damaged.

I further understand that I give up any right to sue or claim damage for any reason whatsoever that may arise at any future time from this date in consideration of the help and assistance given to me without cost or fee by CareCenter Ministries.

CareCenter Ministries cannot and will not be held responsible for any personal property left, lost, or stolen from the premises of CareCenter Ministries. Any valuable articles kept in my possession are done so at my own risk. In the event that I leave or are terminated from the program I understand that my possessions must be picked up within two days, for CareCenter Ministries is not a storage facility.

I have read the foregoing Waiver of Liability and Rules and Regulations of CareCenter Ministries and with full understanding agree to cooperate with the rules and regulations of the program. I also understand that if I break any of the rules and regulations of the RACE Program, I will be held subject to discipline, loss of privileges, or possible expulsion.

I also understand the reasoning of the work program and agree to abide by the rules. I will submit to Christ by submitting to those in authority over me. I understand that God provides for this program as things are needed, and that I may be able to obtain everything I want or need.

I will run the "race" to the best of my ability. I will work to get along with the others in the program. I commit to both phases of the RACE Program. I am prepared to focus on my getting well for the next 12 months

Client _____ Date _____

Staff _____ Date _____



Civil Rights Policy for CareCenter Ministries

“ And Justice For All”

In accordance with federal and US department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs, or disability. (Not all prohibitions named apply to all programs.)



To file a complaint of discrimination, write the USDA Director, Office of Civil Rights (address below) Or call (202)720-5964 (Voice and TDD)

“Justicia Para Todos”

De Acuerdo con la ley federal y con la politica del Departamento de Agricultura de los EE. UU. (USDA), este departamento tiene prohibido discriminar por raza, color, origen nacional, sexo, edad, religion, creencias politicas o discapacidad. (No todos los tipos de discriminacion prohibidos son pertinentes a todos los programas).

Para presentar una queja de discriminacion, escriba al director de la Oficina de derecho Civiles de USDA, a la direccion que aparece abajo o llame al (202)720-5964 (voz y linea TDD)

USDA Director

Office of Civil Rights

Room 326W

Whitten Bldg

1400 Independence Ave, SW

Washington, DC 20250-9410