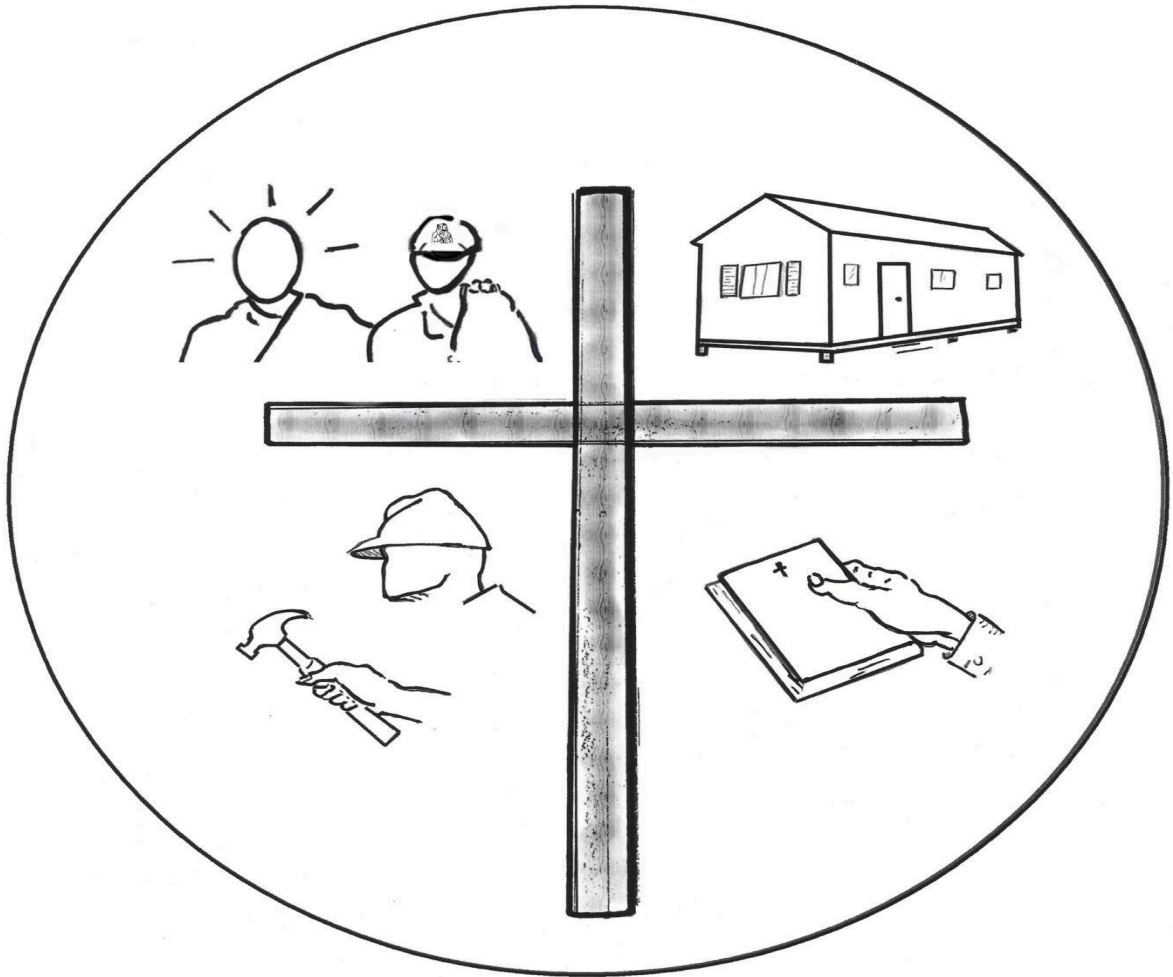


SHEPHERD'S FOLD VILLAGE

Policies, Procedures, Rules, and Expectations Handbook for Residents



Shepherd's Fold Village: Hope, Purpose, and Community

Welcome to Shepherd's Fold Village, a Christ-centered residential program for men needing a second chance.

Shepherd's Fold Village is a 501 C 3 organization with the SFV staff and program being under the direction of a Board of Directors.

www.shepherdsfoldvillage.org

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Revised January 2025

Standards of SFV

The standards of Shepherd's Fold Village are expected to be understood and upheld. By embracing these standards, residents are given a chance to find inner peace and experience the love and forgiveness of God.

These are not just "rules," but lessons aimed to equip SFV residents with skills and habits for a successful and productive life following completion of the SFV program.

Every rule, policy, and procedure of Shepherd's Fold Village is meant to teach responsibility and personal accountability, while providing consistency and fairness for the entire Shepherd's Fold Village community.

The ultimate aim of SFV is for every resident to leave the village with a balanced life-spiritually, mentally, and physically. This includes the ability to build and maintain healthy personal and professional relationships and to learn and improve essential life skills.

Throughout the program, residents are expected to follow all SFV rules, policies, and procedures. If a resident chooses to not abide by SFV rules, policies, and procedures, there are consequences which may include removal from the SFV community.

Initial

Welcome to Shepherds Fold Village Program!

We're happy to have you here! Our goal is to guide you toward a fulfilling and purposeful life, helping you integrate positively into the community. Our approach centers on embracing the love and guidance of Jesus Christ and His teachings.

Initial

Your Role

Please read this document carefully. By signing it, you acknowledge your commitment to follow the guidelines outlined below.

Joining Shepherds Fold Village (SFV) means embarking on a journey that has the power to change your entire life. It's more than just finding a place to stay; it's about change and growth. Your commitment involves two vital aspects:

1. **Self-Reflection:** Your time here focuses on exploring your life in alignment with Christian teachings. Our aim is for you to grow and evolve positively.
2. **Community Support:** By embracing the idea that a fulfilling life thrives within a supportive community, your commitment extends to learning from fellow members and contributing to our shared vision of support and growth.

You must be clear with us and yourself that you are not here just to establish an address, but to examine your life with the potential for life change.

Signing this document marks the start of your journey toward personal growth and community engagement. These values are **essential** during your stay here, and we hope they remain a part of your life beyond your time at Shepherd's Fold Village.

Initial

What to Expect When You Join Shepherd's Fold Village (SFV)

At Shepherd's Fold Village, our mission is to help individuals and families who've faced challenges like incarceration, addiction, and/or homelessness. Our goal is to provide services focused on the improvement of the physical, mental, and spiritual health of program participants.

What we offer to support you when you join SFV:

1. **Living Arrangements:** Shared living space at the program site.
2. **Transportation Help:** Support with essential transportation needs. *(see the section on Mandatory Charges and Payments for details)*
3. **Legal Assistance:** Guidance with post-release reporting and legal requirements, including (Public Law 109-248) Sex Offender Registration Notification Act (SORNA) laws.
4. **Document Assistance:** Help obtaining vital documents like birth certificates and driver's licenses and social security cards.
5. **Communication Support:** Assistance with purchasing a phone and service if needed.
6. **Community Services:** Help with food stamps and essential clothing, hygiene products, and food before employment.
7. **Health Support:** Basic health screening and connections to healthcare.
8. **Spiritual and Social Support:** Bible teachings, community living guidance, and counseling.
9. **Educational Needs:** Assisting participants to receive GED classes, reading development, computer training, and other life skills training.
10. **Financial Planning:** Training in financial management, workplace relationships, and job application assistance. In addition, help is provided in setting up payment plans to replay all unpaid fees.
11. **Bank Account Establishment:** Assistance in setting up bank accounts at Redstone Federal Credit Union. *(The program will provide \$100 to start those accounts which the participant will reimburse when financially stable.)*
12. **Securing Work:** Assistance with job applications and securing work
13. **Addiction Support:** Help in addressing addiction issues through programs like AA or CR.
14. **Church Partnership:** connecting with local churches for worship and attending church regularly.

In return, we ask and expect your commitment to the Shepherd's Fold Village community. This means attending regular meetings to share your experiences, challenges, and successes, contributing to your stability, and growing spiritually.

Initial

Mandatory Charges and Payments to the Shepherd's Fold Village Programs:

When joining Shepherd's Fold Village, there are some costs and fees to consider:

1. **Initial Program Services:** The program provides various initial services during the first six weeks, usually totaling around \$600, which does not include regular program fees of \$600 per month. The specific cost for each individual will be recorded and available for review.
2. **Medical Expenses:** Medical expenses are not covered by the program. Incurred medical expenses will be paid for necessary care; the cost will be added to what you owe the program.
3. **Transportation Support:** Essential transportation for activities like shopping, reporting, employment, urgent medical needs, and other approved activities within Limestone, Madison and Morgan counties is provided by the program. Other transportation will be billed at \$0.20 per mile, plus the cost of gas.
4. **Program Fees:** The program's ongoing cost is \$160 per week. The fee may change at the Board's discretion to cover operational costs and to account for inflation. By week 6, the total participant fees and expenses may reach \$960 to \$1200. (The first 4 weeks may be covered by a grant to cover unique situations.)
5. **Payment Plan:** Starting at the end of week 6, participants are expected to be employed and will begin paying the \$160 weekly fee. This fee will be directly debited from the resident's paycheck. Outstanding fees and expenses incurred prior to that date will be settled gradually from work income through the Brighter Day accounts. In addition, 10% or \$50 from each paycheck will be deposited into a personal "emergency fund" Brighter Day savings account.
6. **Court and Legal Costs:** The program might cover essential court-related costs, adding them to the participant's bill to be paid later from work income.
7. **Financial Assistance:** Financial assistance based on needs above that are required by the community may help cover some initial costs, if/when funds are available.
8. **Employment Arrangements:** The program will assist in securing outside employment, arranging direct wage deposits into the participant's RFCU account, and managing the payment of fees. Fees are required to be paid by weekly transfer of funds. Repayment of participant obligations which were paid for by Shepherd's Fold Village with the expectation of repayment will be decided between the participant and the SFV Operations Coordinator, based on financial circumstances and ability to pay. Minimal repayment is required weekly.
9. **Transportation to Work:** The program offers transportation to an approved job site until the participant arranges their own transportation at a set weekly fee to an approved work site.
10. **Budgeting Assistance:** Participants will be helped in creating budgets based on their income to manage repayments and expenses.
11. **Financial Borrowing and Requests:** Borrowing money within the program is prohibited. Lending money to another program participant is forbidden. Accepting money from another program participant, outside of transportation reimbursement, is prohibited. Requests for additional funds from the program will be evaluated on an individual basis. We are committed to providing for the essential needs of all program participants. If you have unmet needs, go to the SFV Operations Coordinator or Director of Facilities Organization. Requests for funds will be evaluated; not every request will be granted.

Initial

Personal vehicles/SFV-Owned Vehicles:

Personal vehicles are generally not allowed without prior approval from staff and are based on meeting requirements below:

1. All debts to SFV must be paid in full before submitting a request.
2. Resident has submitted a request for approval.
3. Resident must submit a budget covering the cost of vehicle, maintenance, and insurance.
4. Resident must prove his ability to pay fees, cover living costs, and have a minimum of \$2000 saved in his Brighter Day account, prior to purchasing a vehicle, (or bringing his personal vehicle to SFV), plus additional money covering the down payment on the vehicle if purchasing. Residents must maintain a minimum of \$2000 in their account after purchasing a vehicle, and continue to save a minimum of \$50 weekly.
5. Resident must agree to only use his assigned parking spot.
6. Applications will be approved by SFV staff on a case by case basis in coordination with the resident's Shepherd.
7. If a resident is assigned to or regularly drives a SFV-owned vehicle, he is only to drive the vehicle to and from work, if asked to provide rides for other residents and approved by SFV staff, or to other locations approved by staff.
8. When operating a vehicle owned by the ministry, relevant Alabama vehicle operation, registration, and equipment laws shall be strictly adhered to.
9. (Alabama Code Title 32 <https://alison.legislature.state.al.us/code-of-alabama>).
10. Joy riding or excessive speeding in a ministry owned vehicle combined with wanton and or dangerous disregard of traffic laws subjects the offender to termination of the SFV program.

Initial

Transportation to an alternative work site:

If a resident wants a different job than the one SFV helped to find, he must tell SFV staff first and have the request approved. If SFV needs to drive a resident to the approved job, he will have to pay transportation costs. In most cases, transportation for an alternative worksite or work schedule will be the responsibility of the participant. If transportation by Shepherds Fold Village is provided for this, it will be billed at set per mile fee plus gas.

Initial

Resident rules regarding jobs following gaining employment:

1. If resident wants to quit a job, he must first get approval from SFV staff and explain the reasoning.
2. If a resident is dismissed from their job for any reason, he will report this to SFV staff promptly.

3. If resident is “written up” on the job, he must inform SFV staff within 24 hours.
4. If resident is given written praise on the job or a promotion, he should let the staff know as soon as possible to enhance his program’s accomplishments.

Initial

“Community Service” Involvement:

SFV residents and staff participate in “Community Service projects” regularly, as each stakeholder is responsible for the cleanliness, upkeep, and maintenance of our home-Shepherds Fold Village. Residents and staff are expected to contribute their skills, knowledge, and abilities to the community—because we are a community. Approximately once every 3 months, (or as needed), SFV conducts “Spruce-Up Saturdays,” where residents are assigned specific tasks to improve the community. Resident tasks will be posted in the chapel in advance, to allow for planning. If the resident cannot work on the scheduled Saturday due to a conflict with work schedule, sickness, or an emergency, he is responsible to complete his assigned task during the week prior to the Scheduled Saturday. SFV staff interns are responsible for scheduling, notifying, and coordinating Spruce-Up Saturdays. In addition:

1. Residents employed full-time are asked to contribute a minimum of 1 hour per week, or a minimum of 4 hours per month to Shepherds Fold Village.
2. Residents who are financially secure and independent but are not employed are asked to contribute at a minimum 10 hours per week, or a minimum of 40 hours a month to SFV.
3. Residents are expected not to fall more than 2 months behind their expected commitment. Everyone is encouraged, but not required, to contribute more hours than the required contribution to the community.
4. During the first 6 weeks, the service expectations will be determined by the Director of Facilities Organization and the staff working together.

The “community service” expectation will allow participants to choose or create a task with the help of the staff, based on individual skills and expertise. You can sign up for a task that might cover things such as construction, community maintenance, grounds keeping, community gardening, website development, assisting with scheduling, computer input, organizing and maintaining clothing and household donations, automotive repair, skill or class teaching, making our outside area look better, planning community social activities, and more. If the task a resident signs up for doesn’t need attention at the moment, you should ask staff for what you can do to help them and the community to fulfill your community service hours.

Initial

Spiritual Components of the SFV Program

Spiritual Development:

- Living at SFV means being willing to explore a relationship with God through Jesus.
- Residents must commit to supporting, encouraging, and being accountable to other participants in a respectful and kind manner.
- It is required to go to a church regularly. It is required to attend “table talks” with the entire community on Sunday nights. On Sunday mornings, we expect residents to join us at Highlands or Asbury. If a resident wants to go elsewhere after the first six weeks of the program, he must talk to the staff and find a sponsor at that church.
- There are regular and required assigned studies for personal development and reflection on Christian principles.
- Attending classes to learn about the Bible and how to live as a Christian are required.
- Attending small group meetings to help prepare for classes and to talk about any personal problems being faced is required.
- Getting one-on-one mentoring from a committed Christian who supports a resident’s goals and growth in the SFV program is expected.

Initial

Rules for Participants:

Throughout the program, you must follow all rules. Non-compliance may mean removal from the program.

Before starting the SFV program:

-Review and sign the participant agreement. This is required.

For the first 12 weeks of the SFV program:

1. Complete Phase 1 of the Shepherd's Fold Village program.
2. Do work as assigned by staff at Shepherds Fold Village.
3. Attend study or worship events, as directed by SFV staff.
4. Only leave the site with an assigned escort for reasons approved by the Director of Facilities Organization or on-site staff if the Director is not available.

Initial

Life 360:

1. Residents are required to download an app called 'Life 360' on their phone to allow the program staff to know locations of residents. *Disconnecting from Life 360 without informing staff of the destination and contact method may be considered a violation.*
2. Anyone unreachable by staff must provide an explanation and may face a suspension of offsite privileges.

Initial

Rules For On Campus Behavior:

No fighting or weapons are allowed at SFV. Residents may have a small pocket knife, but cannot use it, or any item, to scare or hurt anyone. If a resident threatens or talks about any plan to hurt someone, it is grounds for consideration for removal from the program. Serious threats of violence may result in immediate removal from the program.

Initial

No drugs or alcohol are allowed. SFV drug tests residents when they join and at various, random times. Refusing to be tested will be considered a positive test. Prior to taking a drug test, if a resident knows he will fail, he should tell the SFV staff in advance. A second positive test will result in dismissal from the SFV program.

Initial

Don't steal. Do not take or use what's not yours without permission of the owner or in the case of Village property, a staff member.

Initial

Never use phones or the internet for any sort of sexual activity. Use of sexually explicit content is strictly forbidden. If a resident uses the phone or internet for active or passive sexual purposes, he will be forbidden to subscribe to any social media. SFV staff will check resident's devices randomly. If a resident refuses, it is considered a rule violation. If SFV staff finds something they consider as inappropriate, the SFV ministry team will determine a resident's consequences. A resident may lose social media privileges, phone privileges, access to phone for a period of time, or be assigned additional rules to follow. In severe cases as determined by SFV, a resident may be required to leave the program after the first offense. Dismissal from the program is highly likely with two or more offenses.

Initial

Rules for Financial Accountability:

1. When a resident begins working, he begins to pay fees for the SFV program. SFV staff will talk about how much and when payment is required based on a resident's work schedule. If a resident can't pay SFV fees, on site staff will review how much money the resident has and how money is spent. If a resident is non-compliant, on-site staff will discuss with the resident's Shepherd or group leader to determine next steps.
2. If it is determined that a resident doesn't manage money well and is not willing to follow financial guidance of SFV staff, he may be required to leave the program or have personal funds placed in a shared bank account with SFV staff to monitor and approve all expenditures.

Initial

Rules for interactions with community neighbors and law enforcement:

SFV management will enforce all community rules. If/when rules are broken, a resident will receive a warning or other punishment. If the violation is considered severe by SFV staff, a resident may be required to leave the program following our SFV disciplinary processes and procedures.

1. Always be respectful to our neighborhood community.
2. Tell a staff member immediately if there are complaints from neighbors. Being disrespectful to neighbors is strictly forbidden.
3. Because of the sensitive nature of our mission, do not talk to neighbors unless it is needed to give a polite response. If neighbors try to talk to you repeatedly or for more than a polite hello or very short chat, tell a staff or board member.
4. If there is a problem with a neighbor, tell a SFV staff member immediately. Regardless of who you think is at fault, tell a staff member immediately.
5. If police officers or other public officials visit SFV, be polite and tell a board or staff member immediately. Provide these officials the Shepherds Fold Village phone number and SFV staff's contact information.

Initial

Community Rules:

Residents must keep living areas and yards clean and tidy.

1. A member of the staff will inspect living spaces weekly. Participants will be given a 2 day notice before inspections.
2. Kitchen areas should be clean by the day's end.
3. Trash must be taken out daily in trash bags.
4. Trash pick-up containers will be taken out on Tuesdays to the road.
5. You MUST NOT leave open food laying around after meals or snacks
6. You are responsible for washing your own sheets, blankets, pillow cases, towels, and clothing weekly. There are washing machines and dryers available for use.

Smoking, including Vapes, are only allowed in designated outdoor areas. Those using this area must keep it clean, disposing of all cigarette butts in the designated can. Any other litter in this area should be placed in the trash. While other tobacco or nicotine products are allowed on campus, it's recommended to address nicotine addiction for personal improvement and health. Violations of this rule can result in a resident's smoking ban on SFV grounds.

Keep conversations with others respectful and non-offensive.

Any behavior that disrupts the community is not allowed.

Turn down the music in your vehicle when within ½ mile of the village in any direction.

Generally, there shouldn't be movement in and out of the community after 11:00 p.m. on weekdays or after midnight on weekends. Exceptions are allowed for work or rare circumstances but require approval from the Director of Facility Operations. Those working evening shifts should return to the site after signing out from work. Compliance may be checked by SFV staff at any time.

SFV has a noise curfew so people can sleep in peace. No loud noise inside or outside of your unit (this includes TV/Music) between 11PM and 7:00 AM.

Respect the privacy of other program participants, including roommates: maintain confidentiality of others personal issues and situations, and respect others needs for personal space.

Initial

Rules for Common Areas:

The shared areas are open to everyone and should be kept tidy.

1. All personal items in the community refrigerator must be labeled. Spoiled food should be removed by the owner; SFV staff will throw out any items they identify as spoiled.
2. Common kitchen areas should be clean by the day's end. Dirty dishes, utensils and cookware must be cleaned and put away by day's end.
6. Trash in common areas should be taken out on Mondays.

Initial

Rules on Pets:

1. Pets are allowed by application only and must be approved by SFV staff.
2. Generally only fish and small caged pets such as hamsters will be allowed.
3. There must be proof of up to date vaccinations if the pet is the type that requires them before any pet is allowed on the grounds (including visiting pets that are preapproved by the staff)
7. Proof of financial responsibility must be made with the staff to budget for pet food, vet care, pet maintenance, including all vaccinations required by law.

Initial

Rules on campfires, fire pits, and BBQ grills

Personal fires are only allowed in approved BBQs OR:

1. If approved by the Director of Facilities Organization
2. If done by the facility manager to dispose of trash
3. No bonfires or personal campfires are allowed unless they are pre-planned by SFV for community-building.

Initial

Rules on Outside Romantic Relationships

1. Any new romantic relationships must be reported to staff
2. SFV staff should be provided with the woman's contact information
3. Encounters with this person must follow all guidelines for onsite and offsite visits and SORNA laws

Initial

Additional Rules regarding personal vehicles:

Residents with personal vehicles must follow village rules on going off-site.

Car owners may be asked to give rides to other residents without cars. Residents owning vehicles should be willing to help when needed by the program, but this is ultimately the choice of the resident who owns the vehicle. It is suggested that riders pay car owners at the same rate they pay for transportation in Village vehicles.

All plans for rides should be communicated to staff.

If the SFV program asks the owner of the vehicle to provide a ride to another resident in their personal vehicle, the driver will be paid for the ride, if the owner requests it.

Cars must be registered with the state, insured, and road worthy with good tires, brakes, and generally in good shape.

To drive, a resident must have a valid driver's license and vehicle insurance.

No smoking in SFV cars or when personal vehicles are being used for program purposes.

All program rules apply during rides.

Vehicle information form must be completed before bringing the vehicle to SFV

Initial

Miscellaneous Rules and Standards:

Participant Discussions about Staff/Leadership/Management:

1. Residents shouldn't talk badly about the SFV staff and leaders regarding SFV procedures, rules, and requirements or their enforcement of these policies.
2. If a resident has concerns or something specific is causing frustration, he should talk first to community leaders or the Shepherd of your small group.
3. If a resident has a concern, he should bring it to SFV staff or a board member privately at the first opportunity to communicate effectively and respectfully.
4. If a resident's concern isn't resolved after following the above procedure, (3), the resident may meet with his small group Shepherd to help file a formal complaint with the leadership team. SFV will always try to solve issues in a fair, consistent manner. Ultimately, the SFV leaders (shepherd, staff, board of directors) will determine the course of action moving forward.

Initial

Living Arrangements:

1. Residents will live in the room you are assigned. Residents will only move if a staff member, after conferring with your Shepherd, informs you to relocate.
2. In circumstances when moving is required, SFV staff will communicate this to residents in a respectful manner with sound reasoning for the need for a move.
3. The final decision on living arrangements will be made by the Director of Facilities Operation.
4. If a resident has concerns when required to move, the resident may request a meeting with the SFV leadership team using the formal grievance process.

Initial

Shepherd's Fold Village Visitation and Pass Privileges

SFV recognizes the need for residents to maintain positive relationships and a support system during the re-entry process to society. This support system may include family, friends, and/or former SFV graduates. To assist in the goal of successful re-entry, SFV encourages these relationships.

*It must be understood that all visitation and pass privileges for residents are privileges, not rights- within the SFV program. Therefore, passes and visitation will only be approved to the extent that they facilitate successful re-entry into society.

The following rules, expectations, and guidelines must be followed in order to ensure the goal of successful re-entry.

- All hosts must be approved by SFV staff.
- All SORNA regulations must be followed.
- No children are allowed to be on SFV property outdoors or in a living unit. Visits with children may only occur in a classroom and children must be accompanied by a parent at all times.
- SFV staff has the right to deny a person as an approved host if it is determined that the proposed host may not assist in the goal of successful re-entry.
- All residents must have the Life 360 app updated and on, with the location and wi-fi on at all times for all passes and visitations.

The following qualifications must be met for a person to be approved as a host:

- *Must be at least 21 years old.
- *Must attend an interview with SFV staff (in-person preferred; telephone interview if necessary)
- *SFV reserves the right to deny a person as an approved host as it sees fit.

On-Site Visitation Policies:

*On-site visits may begin following a resident's first 4 weeks, after completion of Phase 1(A) of the SFV program. A new resident may be allowed to have an "in-town" visit with family during Phase 1(A) if approved by SFV staff.

*4 hour on-site visits are allowed no more than twice a month between the hours of 9:00AM and 5:00 PM on weekdays, unless otherwise approved by SFV staff.

- *All visitors must check in with SFV staff prior to beginning the visit.
- *All visitors must abide by all SFV rules, policies, and procedures.
- *All visitors must be approved by SFV staff.

Visitor request forms should be completed and turned in at least 5 days prior to the proposed visit.

Shepherd's Fold Village Off-site Visitation Policies:

*No off-site visits are allowed during the first 4 weeks of the SFV program.

(An "in-town" family visit may be approved by SFV staff during the first 4 weeks)

*All requests should be turned in a minimum of 5 days in advance of the requested off-site visit.

*Passes are only allowed with a host who has been approved by SFV staff.

-During weeks 5-12, a maximum of 3 off-site visits may be approved. Each off-site visit may be no longer than 8 hours.

-All off-site visits beyond a 60 mile radius of SFV must be made in a resident's personal vehicle or a rented vehicle. No SFV vehicles are to be used for overnight visits. It is the resident's responsibility to make travel arrangements for all off-site visits.

Beginning with week 13 of the SFV program, (Phase 2) a resident may request overnight pass privileges. Overnight visits must take place at a location, and with a host, approved by SFV staff.

*Approved overnight visits are a maximum of 48 hours.

*No overnight passes are allowed for residents to stay with a person with whom the resident is in a romantic relationship with, unless the resident is legally married to that person, and this is verified by SFV.

During Phases 2 and 3, a maximum of four 8 hour off-site visits per month may be requested, and/or two 48 hour off-site overnight visits per month.

During Phase 4: A maximum of four 8 hour off-site visits per month may be requested, and/or three 48 hour maximum off-site visits per month

Exceptions may be considered by the staff under special circumstances.

*Passes are only granted if resident's responsibilities towards the SFV program are satisfied, including fees due to SFV.

*The resident should always be with the approved host when on pass. If SFV staff calls a resident's cell phone, he should always be able to hand it to the approved host for verification.

*Any visits to an unapproved location will result in consequences as laid out in the SFV corrective action policy, including loss of pass privileges.

*Emergency situations should be discussed with SFV staff and will be reviewed on a case-by-case basis.

Host Requirements:

Hosts must be approved in advance by SFV staff.

Hosts must be at least 21 years old.

Hosts must agree to abide by all SFV policies.

Hosts must be present with the resident throughout the entire visit.

Hosts must fall within one of the following categories: Resident's parent, sibling, spouse, adult son or daughter or another person who has played an important role in the resident's life.

Hosts must ensure that all SORNA regulations are followed.

Shepherd's Fold Village Visitation/Pass Request Form

Resident Name: _____

Today's date: _____

Requested date(s) of visit: _____

Host: _____

Host Cell Phone: _____

Host address: _____

Briefly describe the purpose of the requested visit and include any places that you may visit during the requested off-site trip.

For internal use:

Date processed by SFV staff: _____

Approved: _____ Denied: _____

Rules for Personal Finance management:

One component of the SFV program focuses on money management to help residents to become financially independent by the completion of the program. This includes having money for a car, having funds to secure a place to live, (first and last month's rent), and also having an emergency savings account with cash available for emergencies like the loss of a job, vehicle repairs, or unexpected health expenses. Learning how to handle money responsibly helps to build a foundation for a strong, secure future. A disciplined approach to managing money will help ensure YOU can live on your own without getting in a pinch when unexpected things happen. ****These events will happen, and you must be prepared for them!**

1. A resident's funds from any source will be held in the participant's checking account, managed through online banking on their phone. A staff member may review these accounts for guidance in financial management. Any account other than the Redstone Federal Credit Union must be reported to SFV.
2. Each resident will create a personal monthly budget that, if followed, leaves a remaining balance from each paycheck. Staff will assist in creating this budget. A good rule of thumb is to try to save at least 10% from each paycheck.
3. Budgeting involves setting priorities for spending available funds into categories:
 - a. Essentials: (Food, water, shelter)
 - b. Beneficial: (OTC medications (tylenol, ibuprofen, cold and flu medications, extra snacks, cleaning supplies)
 - c. Desirable but not essential: (hobbies)
 - d. Undesirable: (Unseen expenses and situations that must be dealt with.)
4. If a participant can't save weekly as required, SFV staff will review the resident's budget with them, and collaborate to create a priority budgeting plan.
5. Residents must allow a staff member to view all of their account details when requested. This is for accountability on budgeting for fee payments, savings, and all individual obligations.
6. Residents must discuss applications for credit cards, loans or financed payments to SFV staff for consultation and get approval during their active program participation. Such transactions should rarely occur, as credit card debt is devastating to a secure financial future.

SFV Corrective Action Policy

***All state/federal laws and legal procedures relating to resident's individual corrective actions will be followed.**

At Shepherds Fold Village (SFV), we have rules, policies, and procedures that are designed to keep residents and SFV staff and volunteers safe and comfortable while we learn and grow together spiritually, mentally, and physically. In the case of rule violations, there are four types of actions SFV will take to help residents learn from their poor choices and to hold them accountable for their actions.

Two actions are defined as 'Informal Corrective Actions' and 'Formal Corrective Actions.' Informal corrective actions include a respectful conversation between SFV staff and the resident about the rule violation and the expectation to quickly and respectfully fix the specifically defined issue. Formal corrective actions are employed if the rule violation is serious and needs stronger corrections based on the rule that was broken. These consequences are decided by SFV staff and the resident's Shepherd.

Initial

Informal Corrective Action:

ICA's occur when a resident chooses to break a rule, and it is considered a minor violation. Two staff members will have a discussion with the resident, and if possible, their Shepherd and/or resident group leader will join. The violation will be specifically defined, communicated, and documented. Specific corrective actions required by the SFV resident will also be defined and documented. ICA's are not designed to be "punishment," and the resident may not lose any privileges on some occasions. After 45 days, if the resident is compliant with all SFV rules, the documentation regarding the specific rule violation will be maintained in the resident's folder, but not "held against them" moving forward in the case of further rule violations.

Initial

Formal Corrective Action:

FCA's occur when stronger, more severe action is required due to a resident choosing to commit a more serious violation of SFV rules. FCA's may include a resident losing privileges, such as one or more off-site visits. On-site SFV staff, the resident's Shepherd, and potentially other Ministry team members will collaborate, and a meeting with the resident will formally communicate, in writing, the consequences assigned to the resident. **The possibility of a formal contract between SFV and the resident may be employed that includes removal from the SFV community if further violations-either minor or major-are made by the resident.**

Initial _____

Program Removal:

A resident may be removed from SFV under the following circumstances:

Repeated Informal Corrections:

If a SFV resident chooses to violate SFV rules, processes, or procedures three or more times in a span of 90 days, whether these violations are considered “minor violations” or “major violations,” (or a combination of the two) a resident may be removed from the SFV program. A resident’s removal is not considered lightly, and a formal process will be followed, including a holistic review of the resident’s time at SFV, his employment, financial, and spiritual health. A SFV committee including the resident’s Shepherd, on-site staff, and other approved members as determined by the ministry team, will determine if removal is warranted. This decision will then be communicated to the resident within 3 days, and the resident will be required to leave the premises immediately.

Initial

Repeated Formal Corrections/Immediate Removal:

If a resident’s violation(s) of SFV rules, policies, and/or procedures are determined to be severe and have resulted in two or more formal corrective actions, **OR** if the violation is considered to be grounds for immediate removal, the SFV Board of Directors will be notified within three days of the resident’s violation. The formal process outlined above will be followed, and the resident may be required to leave SFV immediately, and no more than three days after resident notification at the discretion of SFV staff. On-site-staff will communicate this decision to the resident and make sure he leaves safely. The resident’s immediate family and/or friends will be notified of the resident’s removal if possible. SFV may, at its discretion, provide off-site housing for dismissed residents for 7 days to allow for other accommodations to be made.

Initial

Examples of Formal SFV Rule Violations include (but are not limited to):

1. Fighting
2. Intentional destruction of SFV property
3. Drug or alcohol use
4. Stealing
5. Refusal to attend SFV program classes or following on-site SFV staff directions
6. Verbal abuse directed at any SFV staff, volunteer, or other resident
7. Probation/parole violations
8. Being arrested
9. Use of technology for pornography
10. Other violations as determined to be severe by on-site staff in agreement with SFV committee composed of SFV Shepherd(s) and/or SFV ministry team members.

Initial

Informal SFV Rule Violations include (but are not limited to):

1. **Ignored personal hygiene:** Refusing to take care of things such as showering, wearing deodorant, brushing hair and/or teeth.
2. **Lack of living space cleanliness:** Choosing to not keep your personal living spaces clean and sanitary.
3. **Leaving trash around the resident's living area:** Leaving garbage outside/around your living space rather than taking trash to the trash cans, which are located in a common area.
4. **Tardiness and/or missing SFV classes without prior approval:** Class attendance and resident engagement is expected and required at SFV as part of the SFV program.
5. **Missing church without approval:** Church attendance is a required part of the SFV program. Exceptions may be made for resident sickness or work conflicts.
6. **Asking SFV staff or volunteers for money:** SFV staff and volunteers do not loan money or give gifts to residents to maintain the integrity and fairness of the SFV program. *If a SFV staff member or volunteer wishes to host a community gathering (such as a community cookout or provide residents with a small gift, the SFV staff member or volunteer must have this approved by a SFV committee and all residents must be given the opportunity to accept the gift.*

Initial

Violations that may result in immediate removal from SFV:

1. Assault (local authorities will be contacted)
2. Possession of a firearm on SFV property
3. 2 or more failures of a drug or alcohol test. Failure of a test includes a resident's refusal to take a test.
4. Fighting that doesn't meet the definition of assault
5. Two or more issues of verbal abuse directed towards residents and/or staff
6. DUI
7. Sexual offense of any type
8. Any other violation determined to be severe enough to require removal from SFV. This must be approved by a SFV committee composed of on-site staff, SFV shepherd(s), and/or SFV ministry team members.

Initial

This is a mutually binding agreement, known as "Standards of Participation" between SHEPHERDS FOLD VILLAGE, hereby referred to as SFV, (as represented by the Chairman of the Board or his staff or Board member designee) and you, hereby known as the Receiver.

My signature below is to verify and document that I:

Printed Name _____

-am hereby known as the "Receiver," and I:

-have read and understood the rules as stated in the Standards of Participation document.

-have asked any questions and/or concerns I have about SFV and its policies, rules, and procedures, and I am willing to abide by all SFV policies, rules, and procedures as written in this document.

-agree to the terms and conditions of this document, in fact and in spirit.

-understand that failure to abide by SFV rules, policies, and/or procedures could result in dismissal from the SFV program as outlined in this document.

-will not hold SFV liable for any losses through fire, theft, or personal injury.

Signature of Receiver

Printed name and signature of SFV official designated representative

Title of SFV official designated representative

SFV Resident Rights

1. Residents will be treated with dignity and respect; protected from neglect, and free from verbal, physical, and emotional abuse.
2. Residents will not be detained against their will.
3. Residents will not be treated unfairly because of their race, national origin, sex, age, religion, disability, or marital status.
4. No service or medication will be given without consent unless it is needed in an emergency to prevent serious physical harm to the resident or others, or a court orders it.
5. Residents have the right to confidentiality and personal privacy. It is both an ethic and a law that prevents disclosures about residents and their care without the expressed permission, except in medical emergencies, cases of suspected child abuse, threat to the life of self or others, or by Court Order.
6. Residents have a right to a statement of their financial account and to receive receipts.
7. Residents have the right to a grievance procedure.

Grievance Policy and Procedure

If a resident has a minor concern/grievance, he should first communicate this directly to SFV staff or community resident leader(s) by requesting a meeting and discussing the issue in private.

If a resident doesn't feel comfortable discussing the issue with a SFV staff member, he may fill out the SFV grievance form. These are located outside the SFV office. The form can then be placed in the SFV grievance box to maintain confidentiality. The resident may also give the form to a SFV staff member if they feel comfortable doing that.

SFV Staff will review the grievance first and attempt to resolve the issue in accordance with SFV policies and procedures. If the grievance is concerning a SFV staff member or volunteer, that person will not be included in the decision on how to handle the concern, but they will be made aware of the concern and necessary steps will be taken to resolve the concern.

If a resident's grievance is considered severe by a SFV staff member in conjunction with a SFV Shepherd, it may be discussed with the ministry team and the Chairman of the Board to determine an appropriate response.

When determined to be appropriate, if a grievance is between residents, or between a resident and staff member, in accordance with Biblical principles, a meeting will be scheduled where the resident and other person can discuss respectfully the issue at hand, with a Shepherd in attendance to mediate if necessary.

All grievances are confidential. Once received by the staff no program participant may see anyone else's grievance form.

The SFV grievance box will be checked bi-weekly by SFV staff, and grievances will be addressed within 7 days of receipt.

Shepherds Fold Village Grievance Form

Name of person filing the grievance: _____

Date filed: _____

Detailed Statement of the grievance: _____

Who is the grievance “against?”

If the grievance concerns multiple people, list them below.

Is the grievance concerning a specific incident? If so, record the date and time of the incident below.

Date: _____ **Approximate time:** _____

Is there documentation or other evidence supporting the complaint? If so, describe/provide it here. .

By filling out the SFV Grievance Form, I understand that SFV will determine the necessary actions, if any, to address the grievance. I understand that I may not agree with the actions taken by SFV, but I will be respectful of the decision made. If I feel strongly that the grievance is not addressed appropriately, I may choose to leave the program.

Signature: _____

Resident Responsibilities

Personal Care:

All residents must shower and change clothes daily.

All residents should be completely dressed when outside of their living space. This includes shirts and shoes.

No clothing with unchristian messages or attitudes are allowed. This includes messages promoting alcohol, drugs, or vulgarity.

Pants must be worn no lower than the waistline.

Personal Property/Area:

All residents must keep their personal areas clean and neat.

No resident may go into another resident's living space without their presence and/or permission.

The SFV staff may search any room at any time.

As a resident of SFV, I am giving consent for the SFV staff to search my person and property at any time.

Bedrooms:

Bedrooms are to be kept neat.

All clothing should be kept in closets or dressers.

Shoes should be kept in closets or neatly under beds.

Personal food must be stored neatly and sealed.

Bedrooms should be kept clutter-free.

Garbage must be taken out regularly.

SFV Program Re-Entry Process

As a Christ-centered program, we believe in second chances. Dismissed residents are welcome to return to the program, granted the former resident has paid all past financial balances in full, and all other outstanding issues are resolved. The former resident must "re-apply" and can only do so no earlier than 30 days after their dismissal from the program. An individual is allowed to return to the program once. The former resident's re-entry is contingent upon space being available.

SFV Program Plan

Our mission at SFV is to provide men a second chance—hope—through the transformational power of Jesus Christ. During the SFV program, residents will be assisted in their growth through 4 program phases.

Shepherd's Fold Village Residential Program: Phase 1 **Weeks 1-12—"Choices."**

Primary Objective-For SFV residents to grow in faith, love, and commitment to life-changing processes directed towards the pattern shown by the life and teachings of Jesus Christ.

Theme(s):

- A) We have free will. Our choices are not predetermined. While we all have different backgrounds, we ultimately have choices that are made that determine consequences. "You are free to make a choice, but you are not free from the consequences of that choice."
- B) How our background affects the choices we make. Since childhood, we are taught certain values—from home, school, friends, etc. These "values" affect our choices, which in turn affect the consequences that we have to face, good and bad.
- C) Over time, the choices we make will determine for the most part, who we become in life.
- D) Part of the premise of SFV is the idea that regardless of the choices made to this point in time, you can be transformed by the next choice(s) you make—primarily, the choice to accept Christ and dedicate your life to Him, if you do choose to accept and follow Him.
- E) With regards to SFV, you will be expected to make choices based on our expectations, requirements, rules and procedures. We will explain these in depth during the course.

Phase 1 Requirements

- 1. All SFV forms completed, signed, and returned. These include the SFV procedures, policies, Rules document, etc.
- 2. Bank accounts established and in good standing through RFCU.
- 3. All personal identification issues identified and resolved. (Drivers License, Social Security Card, Food stamps, etc.)
- 4. Initial phone inspection; establish Life 360 account and ensure it is working
- 5. All issues concerning probation, SORNA, parole, communicated and updated
- 6. Individual Formal Meeting with SFV ON-site Director and founder
- 7. Individual Health Review completed
- 8. Residency established with address, roommate, trailer assignment
- 9. Resident is assigned to a SFV Shepherd, small group and a senior program participant mentor.
- 10. Individual meeting with SFV Shepherd
- 11. Resident has received job training and is beginning application process and looking for employment
- 12. Resident completes a life goals/current reflection assessment worksheet to turn in for official SFV file
- 13. Resident completes SFV Course 1: Choices, a course broken into 3 mini-courses on the topics of Choices, The Gospel, and The Decision.

Shepherd's Fold Village Residential Program: Phase 2

Weeks 13-37

"Who Are You?"

Primary Objective(s): Discover your true identity as a man who has been made in the image of God. Learn how you can live a life of purpose based on your identity in Christ, and recognize that there is a rescue plan for you—and that plan is Jesus.

Theme(s):

- A) There is a God, and you are not He .
- B) Who God says you are and what the world says you should be are two very different things.
- C) This is the truth: God loves you. God wants a relationship with you. God can and will change your life. God can and will change your purpose, plans, and choices based on your decision to follow Him and live according to His ways.
- D) By accepting Christ and His way of life, your life will be better.

Phase 2 Requirements

- 1) Resident has secure employment
- 2) Resident is paying all program fees and dues
- 3) Resident is actively involved in their small group
- 4) Resident is meeting with their Shepherd weekly
- 5) Resident is actively involved in Sunday night "table talks"
- 6) Resident is able to pass random drug testing.
- 7) Resident has completed SFV Course #1
- 8) Resident is enrolled in SFV Courses 2 and 3 (1st 12 weeks of Phase 2) and Courses 4 and 5 (2nd 12 weeks of Phase 2)
- 9) Resident is involved in some sort of community service.

Shepherd's Fold Village Residential Program: Phase 3

Weeks 38-62

"Growth, Responsibility, Accountability, and Disciplineship"

Primary Objective-For SFV residents to grow in faith, love, and commitment to life-changing processes directed towards the pattern shown by the life and teachings of Jesus Christ.

Theme(s):

- A) As men, we have to "grow up" and be responsible and accountable for our life's choices and actions. This is required in order to live a life of purpose.
- B) Growth requires discipline and effort. There are no shortcuts.
- C) Attacks will come that can and will derail and destroy without awareness. You must be prepared for the battles that will come.
- D) Now that you know the importance of Choices (Phase 1) and have identified who you were created to be (Phase 2), the time is now to growth in faith, to take responsibility for your life, and to accept nothing but the best from yourself.

Phase 3 Requirements

- 1. Residents should have completed SFV Courses 1-5.
- 2. Residents should be paying all program dues and should be actively paying back any loans that have been accrued to the program.
- 3. Residents should be actively saving, at a minimum, the expected amount of money each month to grow their savings accounts.
- 4. Residents should be enrolled in SFV courses 6 and 7 (first 12 weeks of Phase 3) and SFV courses 8 and 9 (second 12 weeks of Phase 3)
- 5. Resident should have an established budget they are actively following with individual financial goals in place
- 6. Residents should be thinking about their transition plan following their completion of the SFV program.
- 7. Residents should have established, or re-established relationships with immediate family, and possible former SFV residents who can provide a support system for post-SFV program completion.
- 8. Residents should be actively involved in small group and individual meetings with their Shepherd.
- 9. Residents should be able to pass random drug testing that will occur.
- 10. Residents will describe spiritual goals and what support he believes he needs.
- 11. Residents will provide feedback to SFV staff on the program's impact on his life, including the good and the bad.
- 12. Residents should be involved in community service of some kind.

Shepherd's Fold Village Residential Program: Phase 4

Weeks 63-72

"Become Who You Were Created To Be"

Primary Objective(s): Discover your true identity as a man who has been made in the image of God. Learn how you can live a life of purpose based on your identity in Christ, and recognize that there is a rescue plan for you—and that plan is Jesus.

Theme(s):

- A) God has a good purpose, plan, and future for you.
- B) Regardless of past mistakes, this purpose, plan, and future is available to you.
- C) Ultimately, the choice is yours to accept or deny the truth. This choice will determine the pathway of your life.

Phase 4 Requirements

1. Residents should have completed SFV Courses 1-9.
2. Residents should be paying all program dues and should be actively paying back any loans that have been accrued to the program.
3. Residents should be actively saving, at a minimum, the expected amount of money each month to grow their savings accounts.
4. Residents should be enrolled in SFV course 10 and other required course(s) not yet completed.
5. Resident should have an established budget they are actively following with individual financial goals in place
6. Residents should complete a transition plan in place for post-program completion off the SFV Program.
7. Residents should have established, or re-established relationships with immediate family and friends, and possibly former SFV residents who can provide a support system for post-SFV program completion.
8. Residents should be actively involved in small group and individual meetings with their Shepherd.
9. Residents should be able to pass random drug testing that will occur.
10. Residents should be involved in community service of some kind.
11. Residents should have a plan to "give back" to the program through possible mentorship, leading a devotional or small group, financially supporting SFV, etc.
12. Residents should complete an exit interview with SFV staff.
13. Residents should have living arrangements finalized for post-SFV program
14. Residents should be aware of the SFV program's commitment to them following graduation.