



Section 1: Introduction

Dear Post-Prison Ministry Leader:

It is our joy to present to you this manual which will “equip, assist and support” you in your ministry to Christians coming out of prison. It is estimated that some 700,000 inmates will be released from prisons and jails each year and that approximately 10% or 70,000 of them are Christians, and they will need the strong support of a local church.

This manual is updated regularly and represents the culmination of tried and proven approaches, operational systems, forms and professional input from sociologists, criminologists, counselors, biblical teachers and pastors. Use this manual well to guide you through your discipleship journey of those Christian men and women whom God has entrusted to you as you clearly point them to Jesus Christ, where the real action is. Then they will become secure, disciples of Jesus Christ in righteousness and humility (Zephaniah 2:3).

Your ministry to this particular niche in the post-prison population is vital and very overdue. You will be largely responsible for the growth and development of these tender lives God has placed in your care, as you bring God much glory and your joy becomes complete and permanent, loving your neighbors coming out of prison.



Section 2: Historical Overview

Background of Koinonia House® National Ministries

In 1990 the first Koinonia House®, located in Wheaton, IL, was organized.

City officials challenged whether or not the ministry could be in a residential neighborhood. The rights of religious freedom were upheld, and the legal battles ended in 1995.

In 1995, Koinonia House® hosted a *Think Tank* on post-prison ministry. At that brainstorming meeting the impossible vision for thousands of homes was cast (Mark 10:25-27). **A job for God!**

Also in 1996, *Jubilee*, a publication of Prison Fellowship Ministries, stirred up interest in this unique approach to post-prison ministry. A committee was formed to deal with all the requests for help.

In 1997, Koinonia House® National Ministries filed articles of incorporation, and signed their constitution and by-laws. Two years of planning followed in order to transition from one small house to a national organization.

In 1999, offices were set up in Carol Stream, IL and the Lord provided the personnel and funds needed to move the vision into action. The national ministry was officially launched at our annual banquet on November 11, 1999.

In December 2002, Koinonia House® of Colorado Springs, CO was chartered and officially began a search for a Discipleship and Resident Director (DRD) couple. That couple was commissioned on June 6, 2004. The house continues to minister to Christian neighbors coming out of prison.

In October 2004, Koinonia House® National Ministries began to develop “relationships” with local churches interested in implementing some form of post-prison ministry.

Strategies for Effective Post-Prison Ministry seminars are presented regionally to identify and develop post-prison ministry leaders.

Two Definitions: Post-Prison Ministry and Koinonia House®

Below are two definitions that will help in understanding the focus and ministry of Koinonia House® National Ministries as it works to establish post-prison ministries within the local church, as well as organizations and individuals attached to the local church.

Post-Prison Ministry:

Post-prison ministry, as discussed in this manual, is best defined by the Koinonia House® National Ministries mission statement which is :

“The Mission of Koinonia House® National Ministries (KHNM) is to equip the local church to receive Christian inmates released from prison to be integrated into the Church, the workplace, and society through biblical discipleship.”

Put simply, post-prison ministry is reaching out in Christian love to our Christian Neighbors, our brothers and sisters in Christ, coming out of prison and helping them meet their basic and immediate needs until they are able to do so.

Koinonia House®:

A Koinonia House® is best described as a residential, home-based ministry of biblical discipleship for Christians coming out of prison that incorporates the Koinonia House® Foundational Elements (page 4) in a family home setting.

Koinonia House® Foundational Elements

Koinonia House® is a family-home-based ministry of biblical discipleship for Christians coming out of prison. As such, there are five foundational elements of the Koinonia House® model for post-prison ministry:

Biblical Discipleship — (Matt. 28:19-20)

Residents participate in a daily Bible study during the first 3 months of their stay. This is led by the Discipleship and Resident Director (DRD) for two hours each morning, and covers the core doctrine of evangelical theology with an emphasis on application. Also during this time of orientation, the resident is not allowed to work for pay, but rather helps with various volunteer projects in the community or local churches.

Attachment to a Local Church — (Heb. 10:24-25 / Eph 4:9-12 / John 15:8-13)

Residents are selected while still in prison through a rigorous application process, and then each one is linked with a local church. This church becomes their home church, ultimately responsible for the care and nurture of their newly adopted church member.

Provision of Two Mentors — (Prov. 27:17 / John 11:43-44)

Resident's home church provides two mentors for their resident—a financial mentor and a spiritual mentor. Each mentor meets weekly with the resident in an effort to complete the discipleship process by teaching and living-out biblical principles. The mentors focus on their appropriate areas, yet overlap to provide general accountability in the resident's life. The result, many times, is a bond and friendship that extends far beyond the time spent at Koinonia House®.

Christian Family Home — (Gen. 2:18-25 / Gal 6:9-10 / Eph 5:30-33)

A Koinonia House® accommodates up to four residents at a time who live with a Christian family for 15 months. This family consists of the Discipleship and Resident Director couple (DRDs) and may include their children as well.

Suitable Employment — (Gen. 2:15 / 1 Tim 5:8 / Eph 2:10 / James 4:17)

Suitable employment for the resident is also crucial to the discipleship process. In essence, the employer and co-workers become surrogate mentors by demonstrating the principles necessary for a healthy work life and environment.

Koinonia House® Post-Prison Ministry is Disciple-Making

The most effective discipleship is not found in a classroom or developed in a program, but in the daily interaction of people as one person teaches another. The most effective discipleship does not come from words but through action, not from formal instruction but through life example. One of the reasons Koinonia House® can be effective is because discipleship happens naturally and continually.

Koinonia House® can be an excellent disciple-making ministry because close relationships result in mutual accountability. When one person is absent from the family, people notice and find out why they are not there. When people encounter struggles, everyone knows about it because relationships are in-depth.

Koinonia House® can be an excellent disciple-making ministry through the long-term relationships established between residents within the program and their more mature mentors. Because many adopting churches worship inter-generationally, younger people have the opportunity to be “unofficially” mentored by the older members as the young people watch and interact with them over an extended period. Even after the death of these “dear saints,” their influence continues through the stories and heritage passed on to the next generation.

Koinonia House® can be an excellent disciple-making ministry because all have an opportunity to serve. When the ministry involves everyone, people can develop their gifts and ministry skills by actively participating in various aspects within the ministry.

The strength of discipleship in Koinonia House® comes from the relationships and bonds formed by residents within the Koinonia House® family. When Koinonia House® post-prison ministries realize and utilize these bonds they remain effective disciple-making ministries even without established programs.

Koinonia House® Post-Prison Ministry Addresses Basic and Immediate Needs

There are many basic and immediate needs that exist and need to be addressed when an individual is released from prison to assist in creating and providing an environment for a successful transition back into society. Koinonia House® National Ministries works with all its partnering ministries to be sure that each of the below 17 identified “basic and immediate needs” areas are purposely dealt with on behalf of each resident. This is done through the resources of the partnering ministries as well as through working with available agencies and organizations that can assist with one or more of the needs.

- 1) Identification
- 2) Housing
- 3) Food Assistance
- 4) Transportation
- 5) Belongings
- 6) Legal
- 7) Addictions
- 8) Medical Health
- 9) Mental Health
- 10) Job Skills, Resume and Interview Training
- 11) Employment
- 12) Financial Training
- 13) Education
- 14) Spiritual (Local Church/Discipleship/Mentoring)
- 15) Relationships (Biblical Reconciliation and Restoration)
- 16) Recreation
- 17) Restorative Justice

Myth Buster: A car and a job are NOT immediate needs of a released ex-inmate!!!

This list was in collaboration with and input from the Institute for Prison Ministries (IPM), as well as through Prison Fellowship documentation.

For more information about Koinonia House® National Ministries, please visit our website at: www.khnm.net

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**Section 3: Discipleship and Resident
Director (DRD)**

Discipleship & Resident Director (DRD)

Job Description

Reports to: Director of Ministries
Classification: Exempt

Program: Local
Updated: 2008

SUMMARY:

Provide a home conducive for Christians coming out of prison (residents) to grow in their Christian walk through a loving and nurturing Christian family home, through biblical discipleship, connecting them to a local church and holding them to a high standard of biblical accountability.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and will be measured by the DRD Standards of Performance measurement tool on an ongoing basis. The requirements listed below are representative of the knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the required duties of the DRD position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reside in the Koinonia House[®], along with your dependent family members and the residents in your care.
- Improve and maintain the Koinonia House[®] for residents.
- Produce and mail quarterly newsletter.
- Secure funding in a specified annual goal amount agreed upon between you and the local ministries Board of Directors, in line with the ministry's annual fundraising plan.
- Recruit volunteers to assist in the operation of the Koinonia House[®].
- Visit the prison population bi-monthly.
- Answer ALL inmate correspondence promptly and properly.
- Work **with** the Selection Committee as a team member in the selection and approval process for potential residents.
- Follow the DRD Standards of Performance (SOPs).
- Keep informed about the local penal system, its practices, expectations, visiting rules, contraband, prisoner rights, etc.
- Develop and maintain effective relationships with members of the correctional and judicial systems.
- Live out biblical principles in marriage and family and social relationships as a constant example to the residents within the Koinonia House[®].

- Study and prepare for daily biblical discipleship lessons with residents.
- Communicate clearly with and hold accountable the liaisons from the local churches connected to the residents.
- Assist in the training and development of mentors for the residents and hold mentors accountable to their responsibility.
- Secure for each resident a financial and spiritual mentor.
- Develop community support for the Koinonia House® with neighbors and community groups and organizations.
- Assist appointed ministry team members in developing curriculum for ongoing DRD training and assist in the training process.
- Attend all meetings as required by the ministry.
- Other duties as assigned by the local ministries Board of Directors.

QUALIFICATIONS:

- Education: BA in psychology, theology, communications helpful
- Licensure: Not required
- Experience: Formerly incarcerated and/or experience in working with the correctional system, probation or counseling preferred
- Special Training: Ministry or post-prison ministry background a plus

DEMONSTRATED COMPETENCIES:

- Mature and growing Christian
- A call to post-prison ministry
- Active member of a local church
- Humble attitude
- Teachable spirit
- Strong organizational skills, detailed and neat
- Excellent oral and written communication skills
- Microsoft Office literate – applications include Word, Excel, Power Point, Publisher, Access, Outlook
- Dependable and self-motivated to develop, implement and achieve multiple projects
- Excellent problem solving skills and interpersonal skills
- Highly time conscious
- Vehicle required w/valid driver's license

Koinonia House® Vocabulary

Local Koinonia House® Board – A group of Christian men and women who oversee the local Koinonia House® ministry, and are legally responsible for its integrity.

Discipleship & Resident Directors (DRDs) – Married couple who live in the house with Christian ex-prisoners and oversee their biblical discipleship process.

Evaluation Committee – The group of Christians most-responsible for the discipleship program of the resident, which consists of the mentors, the church liaison, the DRDs, a member of the local board, and the resident himself/herself.

Host Family – A family which belongs to a Sponsoring Church which periodically takes a resident to church and spends the day with him or her.

Koinonia House® National Ministries Board – A group of Christian men and women who oversee Koinonia® House National Ministries, and are legally responsible for its integrity.

Mentors – Christians from a local church who befriend residents and participate in the discipleship process.

Post-Prison Ministry – Reaching out in Christian love to our neighbors coming out of prison.

Selection Committee – A group of Christian men and women who evaluate resident applications and facilitate the decision to accept a resident.

Residents – The Christian ex-prisoners who live in a Koinonia House®.

Sponsoring Church – A church that partners with Koinonia House® and welcomes a resident to be part of their local fellowship.

Supporting Church – A church that provides material support (funds, food, clothing, etc.) to a Koinonia House®, but does not have any residents in their fellowship.

Discipleship and Resident Director (DRD) Standards of Performance

The local house Discipleship and Resident Directors (DRDs) are the frontline in Post-Prison ministry and are called upon to exhibit grace and to serve selflessly the need of the brothers and sisters coming out of prison. Together with the local board, Koinonia House National Ministries (KHNM), mentors, church liaisons and the local churches, they create and maintain a loving Christ centered family environment for their residents.

To enhance the DRDs ability and effectiveness in carrying out their responsibilities within the ministry, Discipleship and Resident Director (DRD) Standards of Performance have been thought through and put into an evaluation form format to be utilized not only by the Board of Directors of the local home but also the DRDs themselves as an outline to follow. This form can be found in the Discipleship and Resident Director Forms section following this section.

The Discipleship and Resident Director (DRD) Standards of Performance provide a grading scale in nine specific areas of responsibilities broken into specific evaluation criteria. This evaluation is done by applying a rating scale to each criteria, from one to four (one being very poor, four being excellent), which are then averaged for each specific area of responsibility. When all areas have been evaluated and averaged a chart is provided at the end of the form to compute the DRD's performance rating.

The benefits of utilizing the Discipleship and Resident Director (DRD) Standards of Performance form is that it provides for an overall description of the Discipleship and Resident Director position by establishing the responsibilities of the position. It also provides a tool for evaluating how effective the DRDs are carrying out their responsibilities, revealing areas of needed growth while supporting areas of strength. Lastly, it serves as a consistent benchmark for the DRD to evaluate their performance themselves, thus providing daily accountability in their service to the Lord.

**Discipleship & Resident Director
Forms**

Discipleship & Resident Director (DRD) Standards of Performance

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DRD Name: _____ Reviewer Name: _____

Review Period: From: _____ To: _____ Review Date: _____

Rating Scale: 4 – Excellent 3 – Good 2 – Poor 1 – Very Poor

RESIDENT DISCIPLESHIP (20%)			
Performance Factor		Measurement Criteria	Rating 1-2-3-4
1	Live out Biblical principles	Model Biblically-based behavior in all relationships	
2	Worship at Church every week	Attend worship service at home church every week you are in town	
3	Adopt daily time of biblical study and prayer	Set aside a daily time of Bible study, prayer and reflection	
4	Conduct intensive discipleship with new residents	Conduct daily 2-hour session with all new residents for the duration of the 3-month orientation period	
5	Disciple each resident weekly	Spend one hour of one-on-one discipleship time per week with each resident	
6	Conduct daily devotion / prayer time with residents	Lead/facilitate daily devotion / prayer time with resident group	
7	Conduct a weekly Bible study with residents	Conduct Bible study for residents at least once per week	
8	Periodically review covenant and non-negotiables	During individual discipleship time, once per month review covenant and non-negotiables	
9	Evaluate residents quarterly	Coordinate quarterly evaluations for each resident with the Ministry Team	
10	Share the evening meal with residents	Facilitate the sharing of the evening meal with all residents	
Average Rating			

SERVICE TO RESIDENTS (20%)			
Performance Factor		Measurement Criteria	Rating 1-2-3-4
1	Prepare the House for the arrival of all new residents	Be sure that the Local Church has both mentors and liaison assigned and that the LC is fully informed of their responsibilities Assure that the resident's room, clothing, etc. are ready when the Resident arrives. Schedule Covenant signing reception at House.	
2	Clean and maintain the house with the residents	Direct and participate with residents to keep the House in a neat and clean condition at all times	
3	Assist local board in securing / maintaining a safe and biblically sound home	Maintain the House in accordance with the Property Team checklist and bring to the attention of the Board, on a timely basis, any maintenance needs and needs for added facilities	
4	Coordinate initial psychological assessment	Assure that assessment is completed by a Biblically sound Christian professional within the first 14 days of Resident's stay.	
5	Coordinate substance abuse assessment	Assure that assessment is completed within the first 14 days of Resident's stay.	
6	Provide transportation to service projects, school, YMCA, assessments, medical appointments, etc.	Transportation is provided on a timely basis to all residents' medical, service and recreational activities.	
7	Coordinate the provision of services to the residents in a timely manner	Services are arranged for on a timely basis upon identification of need	
8	Assist Resident in obtaining employment	Assess or have assessed the Resident's basic job skills, assess Resident's vocational interests and skills, assist Resident with the preparation of resumes and job applications, coach the resident in job interview skills, and train the resident in interview follow up protocol.	
9	Train Resident in the how to develop an outstanding work record	Train the Resident in the skills necessary to make them outstanding employees, i.e. timeliness, thoroughness, courtesy, thoughtfulness, etc.	
10	Provide conflict management for residents	Where recommended by the psychological assessment, coordinate on a timely basis the provision of conflict management counseling	
11	Coordinate / monitor residents' family contact and visits	Complete mentor monitoring portion of weekly report to Board Chairperson.	
12	Coordinate special events for residents	Plan and coordinate all picnics, celebrations and house outings for Residents (i.e. open houses, birthdays, graduation parties, etc.)	

SERVICE TO RESIDENTS (20%) (Continued)			
Performance Factor		Measurement Criteria	Rating 1-2-3-4
13	Assist in creation of transition plan for residents' departure	In consultation with Mentors and Liaison, prepare a transition plan for all residents leaving the House. The plan is to meet the spiritual, housing, transportation and employment needs of the resident and be in place 3 months prior to departure.	
Average Rating			

RESIDENT RECRUITMENT (5%)			
Performance Factor		Measurement Criteria	Rating 1-2-3-4
1	Conduct worship services in prisons	Conduct 1 service per quarter	
2	Cultivate relationships with brothers and sisters in prison	Meet with brothers and sisters for prayer and conversation before and after services Maintain correspondence with those who are willing	
3	Cultivate relationships with Chaplains, Field Officers and Volunteer Coordinators at prisons	Make 1 call per week (4 per month) to prisons to speak with chaplains, field officers and/or volunteer coordinators Keep chaplains and coordinators stocked with KH literature and applications	
4	Maintain timely correspondence with prospective candidates	Respond to all incoming letters within 7 days of receipt	
5	Inform candidates of Selection Team decision	Letters are mailed within 7 days of Team decision. Letter to be gracious in tone and thorough in communicating next steps to selected candidates.	
6	Begin discipleship process while selected candidates are still incarcerated	Training materials sent on a timely basis and resident held accountable for thorough and timely response.	
7	Maintain updated record of all correspondence	Update spreadsheet on weekly basis, distribute to selection team monthly	
8	Participate as member of selection team	Share equally in the evaluation and discussion of each applicant Share equally in the execution of the selection process	

RESIDENT RECRUITMENT (5%)

(Continued)

Performance Factor		Measurement Criteria	Rating 1-2-3-4
9	Coordinate applicant interviews	Coordinate who will attend from the selection team Contact prison initially to setup interview Contact prison again the day before the interview to confirm	
10	Inform applicants of Board decision	Write decision letter as soon as possible to all applicants. Copy to Field Officer and Chaplain. Place telephone call to all accepted applicants, no later than the next business day.	
11	Keep informed about local penal system	Keep current with changes in Department of Corrections (DOC) and Bureau of Prisons (BOP) procedures and personnel (i.e. consult web site and/or contacts at prisons)	
Average Rating			

HOUSE MANAGEMENT (5%)

Performance Factor		Measurement Criteria	Rating 1-2-3-4
1	Respect the house and its contents	Maintain the physical structure as if it is your own	
2	Report all maintenance / repair needs to property team in a timely manner	Report all issues to property team Maintain log of all maintenance and repairs	
3	Be economical in operation of house	Be wise in consumption of food and utilities	
4	Assign / monitor resident chores	Host a house meeting 2x a month to distribute and review chores	
5	Prepare economical and nutritious meals taking into consideration residents' dietary needs	Prepare family style meals that accommodate the budget Take into consideration dietary needs (i.e. low sugar, low cholesterol, vegetarian etc)	
6	Pay Bills	Pay all bills on time (do not incur late fees)	
7	Assist treasurer in preparing monthly reports	Be familiar with budget and current financial situation at house Assist treasurer in preparing reports	

8	Participate as member of property team	Share equally in the property / maintenance tasks and concerns	
Average Rating			

PERSONAL CHARACTER AND CONDUCT (15%)			
Performance Factor		Measurement Criteria	Rating 1-2-3-4
1	Live in accordance with scripture and live prudently	Think biblically - know the Word, memorize it, personalize it and apply it. Exercise prudent judgment in all things.	
2	Refrain from the use of foul language, tobacco, alcohol, illegal drugs, and any immoral behavior	Your life style must be above reproach with no appearance of sin	
3	Strive for consistency in treatment of residents	Apply the same rules and privileges to all	
4	Refrain from discussing residents' information inappropriately	Keep house matters confidential, only discussing them with necessary parties Do not discuss information about one resident with another	
5	Strive daily to manifest the fruits of the spirit	The DRDs bear the responsibility for the spiritual atmosphere for the house	
Average Rating			

BOARD RELATIONSHIP (5%)			
Performance Factor		Measurement Criteria	Rating 1-2-3-4
1	Maintain close communication with Board chairperson as point person for communication with the Board	Email weekly summary report to chairperson and members of Board by noon each and every Monday	
2	Provide meaningful weekly reports to the Board in the Board approved format and present a monthly summary at every Board meeting.	Provide weekly reports and Monthly Summary Report to Board Secretary one week in advance of Board meetings	
3	Bring any significant proposed action to the Board for approval	Bring all proposed changes in Ministry policy, procedure and schedule to the Board for discussion prior to initiating change.	
4	Bring all ministry related issues to the Board in a timely manner	Bring all ministry related issues, i.e. discipline, requests for leave, change in procedures, etc. to the Board on a timely basis.	
5	Participate fully in board meetings	Attend / actively participate in all Board meetings	
Average Rating			

COMMUNITY INVOLVEMENT (5%)			
Performance Factor		Measurement Criteria	Rating 1-2-3-4
1	Maintain strong relationships with the Parole Officer, Municipal Officials and Police	Meet monthly with Parole Officer Invite Municipal Officers and Police to open houses	
2	Build media support for the ministry	Invite local media to visit house Invite to open houses	
3	Develop community support for the ministry	Build/maintain relationships with neighbors, local churches and community leaders Attend neighborhood block parties Invite neighbors to dinner and to open houses Meet with 2 individuals from mailing list per month for lunch or dinner at the house Meet with the pastor of a church once monthly Invite local pastors and mission committee members to open houses	
Average Rating			

FUNDRAISING (10%)			
Performance Factor		Measurement Criteria	Rating 1-2-3-4
1	Bring all proposed fund raising programs to the Board for consideration	In cooperation with fundraising team, bring all ideas to the board for discussion prior to initiating any activity	
2	Monitor all fundraising activities and see that they remain on schedule and are effective	Work closely with fundraising chairperson to keep events on schedule and within budget	
3	Develop / maintain relationships with key donors and support churches	Stay current with donations and call 1 major donor per month and 1 support church Develop means of communicating with key friends, supporters, investors, and prayer partners of WKH on a frequent and consistent basis.	

4	Participate as member of fundraising team	Share equally in the idea generation, execution and promotion of all fundraising activities	
5	Cooperate with KHNH in the raising of funds to support WKH	Provides assistance to KHNH as directed by WKH Board.	
Average Rating			

LOCAL CHURCH RELATIONSHIPS (15%)			
Performance Factor		Measurement Criteria	Rating 1-2-3-4
1	Assist in the identification and education of Mentors and Liaisons	Work with key contact and/or pastor to select liaison and mentors Provide training on local church responsibilities	
2	Educate local churches on resident responsibilities	Provide training on resident responsibilities, KH Covenant, Non-Negotiables and Do's and Don'ts Serve as resource for host church as they educate their congregation	
3	Establish / maintain close communication with mentors and liaisons	Make contact in person or by phone with the current mentors every two weeks	
4	Monitor performance of mentors and liaisons	Provide continual feedback to mentors on their progress	
5	Arrange / conduct resident team meetings	Meet with each mentor team once per quarter	
Average Rating			

COMPONENT OF MINISTRY	WEIGHT FACTOR	AVERAGE SCORE	SUB-TOTAL
Resident Discipleship	0.20		
Service to Residents	0.15		
Resident Recruitment	0.05		
House Management	0.05		
Personal Character and Conduct	0.15		
Board Relationship	0.10		
Community Involvement	0.05		
Fundraising	0.10		
Local Church Relationships	0.15		
		TOTAL SCORE	

- Instructions:
1. The average Score for any Component of Ministry is the total of all numerical scores in the far right column for that particular Component of Ministry divided by the number of Components for the same Component of Ministry.
 2. The Sub-Total score is the total of each Component's Average Score multiplied by the numerical Weight Factor. For example if the Average Score for Resident Discipleship is 3.7 the Sub-Total is 0.7. All scores are to be rounded to the nearest tenth.
 3. The Total Score is the sum of all Sub-Total's.
 4. Performance ratings are based upon the computed Total Score and are as follows:

3.5 to 4.0	Exceeds Expectations
2.5 to 3.4	Meets Expectations
1.5 to 3.3	Below Expectations
0.0 to 1.4	Significantly Below Expectations

EVALUATOR COMMENTS

DRD COMMENTS

PERIOD ACHIEVEMENTS

DEVELOPMENTAL STRATEGY

12-Week Orientation Curriculum

OVERVIEW

The purpose of the curriculum and discipleship teaching time is to transfer the following truths that form the basis for a growing relationship with Jesus Christ. These truths are:

- God is Holy - THE major attribute of God and His character. Who is God?
- Man desperately needs redemption - Who is man and woman?
- The Majesty of Jesus Christ - What Jesus really came to do. Who is Jesus Christ?
- The Person of the Holy Spirit - Who is the Holy Spirit in relationship to man and woman?
- God's Word is THE authority - What is a Biblicist? How do I become one?

The following is a list of material compiled specifically to meet the purpose of the orientation curriculum with contact information for each curriculum element. Each chartered Koinonia House⁷ receives one complete set of materials, and will need to provide a set of CBI student books for each resident.

<u>Curriculum Element</u>	<u>Producer/Publisher</u>	<u>Contact Info</u>	<u>Cost</u>
Don't Waste Your Life Study Kit	Crossway	crossway.org	\$30
Great Truths of the Bible - manual	Crossroad Bible Institute	616-530-1300	\$10
Great Truths of the Bible - student books	Crossroad Bible Institute	616-530-1300	\$15
AIn God We Trust@ - manual	Crossroad Bible Institute	616-530-1300	\$10
AIn God We Trust@ - student books	Crossroad Bible Institute	616-530-1300	\$12
The Holiness of God	Ligonier Ministries	800-435-4343	\$30
The Holiness of God-Study Guide	Ligonier Ministries	800-435-4343	\$ 5
Christ's Call to Discipleship-James Boice	Christian Book Distributors	800-247-4784	\$ 9
Dust to Glory	Ligonier Ministries	800-435-4343	\$15
Out of Bondage	Dr. Charles Stanley	800-333-5849	\$25
Sex, Lies, Videotape . . .	John Bell	630-221-9930	Free
Reaching Behind Bars - DISCONTINUED	T.D. Jakes	214-333-0954	\$10
Necessity... New Birth - NOT AVAILABLE	Dr. Tony Evans	800-800-3222	
Call to Discipleship	Dr. Tony Evans	800-800-3222	\$ 7
Perseverance is	Dr. John Piper	630-221-9930	Free
Infinite Cost of Racial . . .	Dr. John Piper	630-221-9930	Free
Attitudes . . .Altitude	Dr. John Maxwell	800-333-6506	\$12
Excuses to Excellence	Dr. John Maxwell	800-333-6506	\$12

During the first 2-4 weeks of biblical discipleship, part of the time must be spent going over orientation information (presently found in the Resident Manual). The other part of the time is *The Holiness of God* video series and study guide. Then begin to do the Crossroad Bible Institute *Great Truths of the Bible*. The entire curriculum is built on the truth that God is Holy.

Underlying the whole orientation process is the goal of building community. This begins by building a relationship with each resident. Building relationships across the family – between all family members and all residents. Then it extends to the church families, mentors and their families, out into the workplace, etc.

Life Together by D. Bonhoeffer is a good reference for getting the flavor for what it means to live in community. American culture, generally speaking, does not support a community lifestyle. We must see that what we are after, be intentional about how we plan our schedules, and be intentional about how we maintain an atmosphere of openness and interdependence – this will support our efforts to build community and produce great joy in your koinonia family.

WEEK 1

Day 1

The Holiness of GOD video tape 1- part 1, Dr. R.C. Sproul
Watch and discuss with study guide
Discuss covenant / Resident Discipleship Manual

Day 2

The Holiness of GOD video tape 1 part 2, Dr. R.C. Sproul
Watch and discuss with study guide
Discuss covenant / Resident Manual

Day 3

The Holiness of GOD video tape 1 part 3, Dr. R.C. Sproul
Watch and discuss with study guide
Discuss covenant / Resident Manual

Day 4

The Holiness of GOD video tape 2 part 1, Dr. R.C. Sproul
Watch and discuss with study guide
Discuss covenant / Resident Manual

Day 5

The Holiness of GOD video tape 2 part 2, Dr. R.C. Sproul
Watch and discuss with study guide
Discuss covenant / Resident Manual

WEEK 2

Day 1

The Holiness of GOD video tape 2 part 3, Dr. R.C. Sproul
Watch and discuss with study guide
Discuss covenant / Resident Manual

Day 2

CBI Lesson 1 – What the Bible Teaches About God
Bible Study, Discussion, and Workbook
Discuss covenant / Resident Manual

Day 3

CBI Lesson 2 – How We Can Learn About God
Bible Study, Discussion, and Workbook
Discuss covenant / Resident Manual

Day 4

Christ's Call to Discipleship by James M. Boice
Section One: The Meaning of Discipleship
Discuss covenant / Resident Manual

Day 5

Review - *The Holiness of God* study guide work
Discuss covenant / Resident Manual

WEEK 3

Day 1

CBI Lesson 3 – The Creation of Man And His Fall Into Sin
Bible Study, Discussion, and Workbook

Day 2

Christ's Call to Discipleship by James M. Boice
Section Two: The Path of Discipleship

Day 3

Dust to Glory video tape, R.C. Sproul
Watch and Discuss in alternating half-hour segments
Don't Waste Your Life Study Kit

Day 4

Christ's Call to Discipleship by James M. Boice
Section Three: The Cost of Discipleship

Day 5

Fast and Pray – A Ministry Day of Fasting and Prayer

The discipleship teaching time is devoted exclusively to prayer

WEEK 4

Day 1

CBI Lesson 4 – Only God Can Save Man From His Sin

Bible Study, Discussion, and Workbook

Day 2

Out of Bondage video tape 1, Dr. Charles Stanley

Watch and Discuss in alternating half-hour segments

Day 3

Out of Bondage video tape 2, Dr. Charles Stanley

Watch and Discuss in alternating half-hour segments

Don't Waste Your Life Study Kit

Day 4

Out of Bondage video tapes 1 and 2, Dr. Charles Stanley

Review and complete Discussion

Day 5

Sex, Lies, Videotape and the Internet audio tape, John Bell

Listen to and Discuss in alternating half-hour segments

WEEK 5

Day 1

Reaching Behind Bars video tape #1, T.D. Jakes

Watch and Discuss in alternating half-hour segments

Day 2

Reaching Behind Bars video tape #2, T.D. Jakes

Watch and Discuss in alternating half-hour segments

Day 3

Review *Reaching Behind Bars* video tapes

Don't Waste Your Life Study Kit

Day 4

CBI Lesson 5 – Jesus Christ, Our Savior, Was Truly Man And Also Truly God

Bible Study, Discussion, and Workbook

Day 5

CBI Lesson 5 – Jesus Christ, Our Savior, Was Truly Man And Also Truly God
Bible Study, Discussion, and Workbook

WEEK 6

Day 1

CBI Lesson 6 – What the Bible Says About Salvation
Bible Study, Discussion, and Workbook

Day 2

CBI Lesson 6 – What the Bible Says About Salvation
Bible Study, Discussion, and Workbook

Day 3

Reaching Behind Bars video tape #3, T.D. Jakes
Watch and Discuss in alternating half-hour segments
Don't Waste Your Life Study Kit

Day 4

Review - *The Holiness of God* study guide work

Day 5

Fast and Pray – A Ministry Day of Fasting and Prayer
The discipleship teaching time is devoted exclusively to prayer

WEEK 7

Day 1

CBI Lesson 7 – What the Bible Says About Following Jesus As Our Lord
Bible Study, Discussion, and Workbook

Day 2

CBI Lesson 7 – What the Bible Says About Following Jesus As Our Lord
Bible Study, Discussion, and Workbook

Day 3

The Call to Discipleship audio tape (side 1), Dr. Tony Evans
Listen to and Discuss in alternating half-hour segments
Don't Waste Your Life Study Kit

Day 4

The Meaning of Discipleship audio tape (side 2), Dr. Tony Evans
Listen to and Discuss in alternating half-hour segments

Day 5

Christ's Call to Discipleship by James M. Boice
Section Four: The Rewards of Discipleship

WEEK 8

Day 1

CBI Lesson 8 – The Holy Spirit And The Christian Life
Bible Study, Discussion, and Workbook

Day 2

CBI Lesson 8 – The Holy Spirit And The Christian Life
Bible Study, Discussion, and Workbook

Day 3

Reaching Behind Bars video tape #4, T.D. Jakes
Watch and Discuss in alternating half-hour segments
Don't Waste Your Life Study Kit

Day 4

Review *Reaching Behind Bars* video tapes

Day 5

Perseverance is a Community Project audio tape, Dr. John Piper
Listen to and Discuss in alternating half-hour segments

WEEK 9

Day 1

CBI Lesson 9 – Marriage And The Family
Bible Study, Discussion, and Workbook

Day 2

CBI Lesson 9 – Marriage And The Family
Bible Study, Discussion, and Workbook

Day 3

Review *Christ's Call to Discipleship*
Don't Waste Your Life Study Kit

Day 4

Review Day - or catch up on missed work

Day 5

Review *The Holiness of God* with study guide

WEEK 10

Day 1

CBI Lesson 10 – What The Bible Says About The Church
Bible Study, Discussion, and Workbook

Day 2

CBI Lesson 10 – What The Bible Says About The Church
Bible Study, Discussion, and Workbook

Day 3

Review CBI Lessons 1 through 10 (give a Bible quiz)
Don't Waste Your Life Study Kit

Day 4

The Infinite Cost of Racial Diversity audio tape, Dr. John Piper
Listen to and Discuss in alternating half-hour segments

Day 5

Attitudes That Give You Altitude audio tape, Dr. John Maxwell
Listen to and Discuss in alternating half-hour segments

WEEK 11

Day 1

CBI Lesson 11 – What The Bible Says About Failures, Frustrations, And Faithfulness
Bible Study, Discussion, and Workbook

Day 2

CBI Lesson 11 – What The Bible Says About Failures, Frustrations, And Faithfulness
Bible Study, Discussion, and Workbook

Day 3

From Excuses to Excellence audio tape, Dr. John Maxwell
Listen to and Discuss in alternating half-hour segments
Don't Waste Your Life Study Kit

Day 4

Review *The Holiness of God* with study guide

Day 5

Give an overall quiz from the past 11 weeks, based on your personal discussions

WEEK 12

Day 1

CBI Lesson 12 – The Kingdom of God And The World To Come
Bible Study, Discussion, and Workbook

Day 2

CBI Lesson 12 – The Kingdom of God And The World To Come
Bible Study, Discussion, and Workbook

Day 3

Together, write a letter to a former Koinonia House resident who is now incarcerated. Share something learned during this discipleship time

Day 4

Discuss 3-month evaluation form with resident, then have him fill it out in preparation for a meeting with mentors, DRDs and church liaison
Don't Waste Your Life Study Kit

Day 5

Fast and Pray – A Ministry Day of Fasting and Prayer
The discipleship teaching time is devoted exclusively to prayer, in preparation for the completion of orientation

Supplemental Reading List

Just Like Jesus – Max Lucado

Fresh Wind, Fresh Fire – Jim Cymbala

Cornerstones for Living (From the New Believer's Bible) – Greg Laurie

More Than a Carpenter – Josh McDowell

30 Discipleship Exercises – Billy Graham Evangelistic Association

DRD Task Checklist

DAILY TASKS	SUN	MON	TUE	WED	THURS	FRI	
al time with residents							
yer time with residents	THIS						
ipleship time	COLUMN						
entation project time	IS ONLY						
ange for resident chores	FOR						
ack resident chores	RARE						
sidents followed their schedule	OCCASIONS						
nitor phone calls	WHEN						
sident Bonding:	DRDs						
Mothering aspects	HAVE						
Fathering aspects	MINISTRY						
nflict resolution	DUTIES						
n-negotiables	ON						
: documents	SUNDAY						
pare meals							

[illegible]

WEEKLY TASKS	SUN	MON	TUE	WED	THUR	FRI	SAT
Weekly Bible study with residents							
Evaluation of residents							
Connect with Sunday families							
Residents back home on Sunday							
Distribute resident allowance							
House meeting 2x per month							
Family chores							
Buying food							
Attend worship at home church							
Regular contact with mentors							
Regular contact with church liaisons							
Regular contact with employers							
Secure Home Church for residents							
Secure mentors							
Secure church liaisons							

WEEKLY TASKS	SUN	MON	TUE	WED	THUR	FRI	SAT
Build your board							
Newsletter - ongoing prep work							
Community involvement							
Work with churches and pastors							
Inmate correspondence							
Relationship with neighbors							
Preparation for new resident							
Process applications							
Maintain inmate application list							
Build relationships with chaplains							
Build relationships with field officers							
Promote the ministry							
Other Fundraising Activities							
Process donations							

[illegible]

MONTHLY TASKS	SUN	MON	TUE	WED	THURS	FRI
tribute resident fee reminders						
lect and deposit resident fees						
ist resident in job search						
ange resident celebration parties						
aluation of Residents (by DRDs)						
nd birthday cards to residents rmer residents						
iting the prison population						
yer letter						
ier Fundraising Activities						
ining for local church volunteers						
nmittee meetings						
nmittee reports						
rk with the selection committee						
ection Interview Reports						
ection Committee Reports						

MONTHLY TASKS	SUN	MON	TUE	WED	THURS	FRI	SA
ard meetings:							
Prepare Agenda (board chair)							
Prepare Financials (treasurer)							
D Checklist Reports							
ier necessary reports to board							
ancial reports, audits, IRS							
enses and Budgeting							
ck up financial records							
concile accounts							
ke payroll tax deposits if ecessary							
ler / inventory printed material							
pare expense reports							

[illegible]

ANNUAL TASKS	SUN	MON	TUE	WED	THURS	FRI
anquet						
ity Affidavit (3 years from 1996)						
enew State Tax Exemption						
repare for audit or review						
repare and file Form 990 EZ						
repare and file State 990						
repare/distribute Annual Report						
ssist board with budget preparation						
repare/distribute W-2's						
repare/distribute 1099's						
repare/file FED W-3/1099 ansmittals						
repare/file STATE W-3/1099 ansmittals						
heck (service) furnace						
heck (service) air conditioner						
heck (service) sewer lines, lumbing						

Volunteers Log – Sample

Volunteer(s) Log
For Month Ending
31-Aug-04

Volunteers Name	Address	Phone	Duties Completed	Hrs Week	Hrs Month YTD	Accumulated YTD Total:
<name>			WKH Board Meeting		12.5	
			Selection Committee		50	
			WKH Secretary		20	82.5
<name>			WKH Board Meeting	2.5	2.5	20
			Financial Report	4		32
			Check Signing	0.5	7	4
<name>			WKH Board Meeting	2.5	2.5	20
			Golf Outing	2	2	12
<name>			WKH Board Meeting	2.5	2.5	7.5
			Property Committee	2	2	2
			Golf Outing	2	2	2
			Mentor Training	2	2	2
<name>			WKH Board Meeting	1.5	1.5	9
			Selection Committee			10
<name>			WKH Board Meeting	2.5	2.5	2.5
			Selection Committee	0.5	0.5	360.5
			Newsletter Stuffing	2	2	2
			WKH Grounds	1.5	1.5	1.5
<name>			WKH Board Meeting	2.5	2.5	17.5
			Property Committee	19	19	19
			Selection Committee	2	2	2
			Mentor Training	2	2	4
<name>			Grounds	7	7	20
			Herman Party	6	6	6
			babysitting	144	144	144
			Newsletter Stuffing	6	6	6
			Special Events			15
<name>			babysitting	144	144	144
			Special Events			15
			Cleaning	25	25	25
<name>			Mentor Training			2
			Mentor Derek	2	8	56
<name>			Mentor Training			2
			Mentor Derek	2	8	56
			Property Committee	9	14	14
<name>			Mentor Herman			60
			Newsletter Stuffing	6	6	12
<name>			Tutoring			12
<name>			Mentor Tony	2	8	60
<name>			Mentor Herman			48
<name>			Mentor Tony	2	8	60
<name>			Mentor Tony			52

432 1178.5 1610.5

Maintenance Log – Sample

[illegible]

Project List – Sample

[illegible]

Resources List – Sample

[illegible]

Graduation Celebration Plaque – Sample

This is to certify that

_____ has thoroughly completed
the Biblical discipleship expectations and
fulfilled the covenantal relationship with
the Koinonia House® of _____
in cooperation with the
_____ Church.



It is with great pleasure that we honor you

On this _____ day of _____,

in the Year of our Lord, _____, as a

Graduate of the Koinonia House® of

_____.

_____ : Discipleship and Resident Directors

_____ : Chairman of the Board, Koinonia House® of Wheaton

_____ : Board Members, Koinonia House® of _____

_____ : Mentors, _____ Church

"And whatsoever ye do, do it heartily, as to the Lord, and not unto men." Colossians 3:23



Section 4: Resident

Resident Manual

INTRODUCTION

With great joy we introduce you to Koinonia House[®], a family-home-based ministry of biblical discipleship for Christians coming out of prison. It is our privilege to minister by creating bridges to enable you, the Christian inmate, to go from prison to the local church through biblical discipleship. Our desire is to serve you and help you grow in your walk with the Lord Jesus Christ. We realize there are usually no short-term answers to long-term problems. Your stay at Koinonia House[®], therefore, will last **at least** 15 months, depending on your growth, level of Christian maturity, and other circumstances, as determined by the Discipleship & Resident Directors (DRDs).

While at Koinonia House[®] your goal should be to equip yourself to move into the community as a gainfully employed, self-sufficient person, firmly grounded in the Word of God, the Bible, and established in a church where you fellowship with other Christians, to enable you to live a victorious Christian life-style, become a productive member of God's Kingdom, and overcome your inability to depend on the Holy Spirit and God's people.

We take the truths of the Bible very seriously. We believe the Bible is the inspired, infallible and inerrant Word of God; it is authoritative not only for doctrine, but also contains the principles for effective Christian living. We seek, therefore, to determine and apply Biblical principles to our lives. We also have committed ourselves to prayer for wisdom, guidance, and strength as we apply these principles to our decisions in any situation that may arise.

"Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus." (Philippians 2:3-5) This is our house verse. Memorize it, so you can apply it to daily life.

We are a *family* at Koinonia House[®]. The family is the first covenant God made with His creation (Genesis 2). Because we realize that our behavior as residents affects others in the family, we have adopted some biblical rules and guidelines. In a family, we are bound to have some conflicts and difficulties. The benefit of a family setting, such as Koinonia House⁷, is so that we can learn to deal with these difficulties in a loving and caring atmosphere. One important feature is that we have a high degree of accountability. Each of us is, first of all, accountable to the Lord Jesus Christ. At Koinonia House[®], you also will be accountable to and under the authority of the Discipleship & Resident Directors (DRDs) and ultimately accountable to the Board of Directors. If you agree that being accountable to others is what will help you live the Christian life-style you have chosen, then living under authority will be a **BLESSING!**

The *Biblical Rules for Christian Living* shall be adhered to and any infractions will require referral to the Board of Directors. Any infraction requiring dismissal will be voted on by the Board of Directors. We are here to help and encourage you to be victorious and successful in your walk with the Lord.

We ask you, as a resident, to have a sincere and genuine desire to change and be committed to abide by the *Biblical Rules*, because they are for your benefit. A positive

example set by you will enable other residents to have the same opportunity to come to Koinonia House®. We will make every effort to encourage and help you to make responsible and right decisions in your life.

Because you need time to re-group, we recommend that prior to coming to Koinonia House⁷ you resolve any conflicts you may have with family and relatives, and inform them if necessary that you need this time to re-establish yourself in a new environment. This may result in holiday time NOT being spent with family members during your stay at Koinonia House⁷. Keep in mind many restrictions at Koinonia House® are temporary, and building a solid, consistent relationship with the Lord is your first priority.

ORIENTATION PERIOD

When you enter Koinonia House⁷, you will have an orientation period of at least 12 weeks. At the end of this time, you will be evaluated to determine your potential success at Koinonia House®. This orientation period also gives you the chance to become accustomed to the house, the community, and your church.

As soon as you enter Koinonia House⁷, you will be given basic tasks to accomplish as part of your orientation:

- Complete a check list of orientation to daily living at Koinonia House⁷
- Bible study daily with the Discipleship & Resident Directors (DRDs)
- Tests and interviews for evaluation purposes, if necessary

You will be expected to abide by the *Resident Manual*, especially the *Non-Negotiable Rules*, *Biblical Rules*, and *Biblical Principles*, attend all meetings, attend church, and begin to accept personal responsibility for your life and Christian life-style.

In addition, you will be helped to adjust at Koinonia House⁷ and evaluated through:

- Interviewing to determine job skills, job opportunities and set long-term goals
- Working with a financial mentor to establish a personal budget
- Scheduling and securing a medical/physical exam, if necessary

Intensive discipleship classes are held throughout your orientation period. An evaluation will occur at the end of 90 days in order to determine successful completion of orientation, or an extension of orientation. A post-orientation period with specific conditions may be established prior to accepting full-time employment. Daily discipleship class attendance may be required during post-orientation. **The Evaluation Committee will make a recommendation to the Board of Directors. The Board must approve the end of your orientation.** This evaluation is the basis for Koinonia House® to offer you a family-home-based ministry of on-going biblical discipleship, give you a house key, assist with employment, and continue the process of integration into the local church.

DISCIPLESHIP AND EMPLOYMENT

Your anticipated stay is at least another 12 months after orientation. During that time, you will continue to spend time each week with your spiritual mentor and your financial mentor, and participate in a house-family bible study once a week. Arrangements with church families on Sundays will also continue. At this point, meeting new families is encouraged. Participate with other house residents in personal and church activities whenever possible. These relationships mutually benefit you and those you participate

with. You have the opportunity to help others grow in Christ and better understand what post-prison ministry is all about.

The Discipleship & Resident Directors (DRDs) and other volunteers will help you obtain a job, assume greater responsibility, and grow in your Christian walk. You will also begin to contribute financially toward the program fees for the ministry. You will have greater accountability to your mentors and to people in your local church, because you will no longer be meeting daily with the Discipleship & Resident Directors (DRDs). You will also be accountable to your employer and/or supervisor.

Biblical Rules for Christian Living

As a resident of Koinonia House®, you are expected to live out the Christian life in thought and deed, fully recognizing that each of us is a new creature in Christ, but still has the old nature within us. We need to love one another, submit to one another, be accountable to one another, and do all we can to please God by what we think and do. All of this will help each of us to grow towards maturity in the Christian life and in a family setting. These guidelines, with Scriptural references, have been developed to cover most of the expectations we have for you and for each other during your residency at Koinonia House⁷.

1. Substance abuse of any nature is **not** permitted in Koinonia House®. A violation in or outside of the home is cause for termination of your residency. Notify the DRDs if you use prescription medications. (Proverbs 20:1; I Corinthians 3:16)
2. Smoking anywhere is not allowed. (I Corinthians 6:12, 19-20)
3. Possession of weapons of any nature will terminate your residency. (Romans 8:5-6)
4. Be respectful of the property of other residents. Borrowing or trading is not recommended or advised. (Proverbs 22:7b)
5. Attend and be on time for all required family and biblical discipleship meetings inside or away from Koinonia House® unless given prior permission by the Discipleship & Resident Directors (DRDs). (Proverbs 19:20)
6. Gambling or playing the lottery is not allowed. (*Hebrews 13:5*)
7. Treat other residents with consideration. Fights, threats, or aggressive behavior is not allowed in the house. Additionally, show respect for the Discipleship & Resident Directors (DRDs) and their family member(s). (Romans 12:16-18, Philippians 2:1-5)
8. Do not engage in sexual activity anywhere, including within the house. (I Corinthians 6:13; Hebrews 12:16)
9. Borrowing or lending money is not allowed between residents or between residents and DRDs. Your financial mentor should approve, in advance, the lending or borrowing of money between you and someone outside of the house. You are not to purchase or receive as gifts any electronic devices (cell phones, pagers, etc.) (Proverbs 22:7b)

10. Being truthful and honest about everything during your stay at Koinonia House® is expected. (Proverbs 12:22)
11. You must notify the Discipleship & Resident Directors (DRDs) when you plan to be away from Koinonia House® and receive approval for your plans. This is for your own protection and is part of being a responsible and accountable family member. Name, address and phone number of employer, supervisor, pay period, and work schedule of each resident shall be kept on file with the Discipleship & Resident Directors (DRDs). In order to protect yourself, we do not encourage communication with former inmates that are not Christians. Accountability in all areas is key. (I Peter 2:13a; 17a)
12. Consistent fellowship in an approved church, and fellowship and discipleship with your mentors is required and will help you build on-going self confidence, lessen negative temptations, and provide encouragement during your stay at Koinonia House®. Church attendance and the mentor relationships will also prepare you to live triumphantly when you graduate from Koinonia House®. (Hebrews 3:13; 10:24-25)
13. Cooperate with the other residents to keep the house clean. Make your bed; pick up your dirty clothes, clean bathrooms after use, wash your dishes, and take out garbage. Your room has to be presentable at all times. Please turn off all electrical appliances when not in use. (Ecclesiastes 9:10; Proverbs 10:4)
14. In consideration of others, keep noise levels down and activities to a minimum after 11:00 p.m. You are to be in the house by 10:00pm Sunday thru Thursday, and 10:30pm Friday and Saturday. (James 3:17-18)
15. Please always be on the alert and keep your eyes open for things that need to be done around the house, YOUR HOUSE! We must all be contributors and be ready to help at all times. Let's take the initiative and not wait for someone to ask for your help. Offer help. (Philippians 2:3-5) Be sensitive to the Discipleship & Resident Directors (DRDs) and how the house looks. We have many visitors coming by the house and we want a house that will always be presentable. Usually, we give tours of the entire house (including your room) to the visitors. Let's bring glory to the Lord by having a clean and presentable house. The following are the *Scriptural Principles for Any Task*. They should be memorized so you can develop the habit of using them:
 - Take initiative
 - Follow through
 - Deliver
 - Keep your eyes wide open
 - Hit the corners
 - Be concerned with details
 - Pour your heart into everything you do

- Check your work, AFTER you believe it is completed
- Always have a plan of protection
- Do all things as unto Jesus
- “Everything we do, we must do with excellence, to bring glory to God.” (1 Corinthians 10:31)

16. You are here because the Lord placed you here. You are under His full authority. By coming to Koinonia House®, you are placing yourself under the authority of the Discipleship & Resident Directors (DRDs). Titus 3:1-2 commands us *to be subject to rulers and authorities, to obey, to be ready for every good work, to speak evil of no one, to be peaceable, gentle, showing all humility to all men.* You must submit to the authority of the Discipleship & Resident Directors (DRDs), otherwise you are rebelling against God’s authority (Romans 13:1-7; 2 Peter 2:10). However, if you can show through the authority of the Scripture that the Discipleship & Resident Directors (DRDs) are wrong in a particular decision, then the DRDs must submit to the Word of God. Otherwise, you must comply with their judgment. Remember that the scriptures teach biblical principles and we apply them to our lives in difficult situations in order to do what is right in the eyes of the Lord. The Scripture may not say word by word what you want it to say for your specific situation, but it will clearly imply what needs to be done in your particular situation. The Discipleship & Resident Directors (DRDs) are God’s chosen vessels to point you to the truth and assist you in applying scriptures.
17. Koinonia House® is a biblical ministry, **NOT** a social service agency. We are directed solely by the authority of the Word of God. God’s Word is final.

Biblical Principles to Keep You from Defeat

By Your Sinful Nature and Satan

The goals of Koinonia House® are: (1) to disciple you, a Christian former inmate, from living in your sinful nature to living in the Spirit of God, and (2) to teach you to fear the Lord, so you can do what is right in the eyes of the LORD. As a resident, you need to learn self discipline and humility. A unique distinction about Koinonia House⁷ is that you can learn to submit. Submission requires faith because, in many cases, you may not understand why a particular decision is being made. Also, you must be in Christ at all times (II Corinthians 5:17-21). Every problem you have is spiritual and you cannot go to war, spiritual war, without protection (Ephesians 6:10-18). Let Psalm 51:7-8 and II Corinthians 6:18-7:1 be your constant prayer.

The Lord has chosen you to come to Koinonia House® so He may pour down His blessings on you and fill your heart with joy. Joy is not a feeling, it is a reality in your heart, even when you do not feel it. It is a great privilege for you to be here and you have dozens of Godly people working with you. Do not let this opportunity be wasted or take it for granted. The Lord has given you the opportunity of a lifetime.

We want you to become men/women who demonstrate Philippians 2:3-5, Titus 2:11-14, and Galatians 5:22-26. Please memorize these verses and apply them daily. The following are biblical principles that you need to learn while at Koinonia House® and continue to apply the rest of your life.

1. Do not trust yourself. (Romans 3:9-10 & 23)
2. You still have a depraved sinful nature that must be placed under the submission of the Holy Spirit so you may bear His Fruit in abundance and demonstrate Christ's character in you. You used to be dead in your sins. (Genesis 2:17;3:1-24; Ezekiel 36:26-27, 37:1-14; Romans 7 & 8; Ephesians 2:1-8)
3. At all times, you must have a tangible and visible plan of protection against your sinful nature and the enemy, Satan, because you are in a constant war, and the devil is fighting to win you back. (John 10:10, Revelations 12:7-17)
4. Be on the alert at all times and keep your eyes wide open. Remember John 10:10. Remember also that Jesus will come like a thief in the night and you must be ready. (2 Peter 3:10-16; Revelation 3:3)
5. Be concerned with details. God is concerned with details. You can see this by looking at your own body. He created you with a lot of details. He also created the universe with a lot of minuscule details. The instructions He gave

Moses to build the tabernacle, and the instructions to David and Solomon to build the temple included many details. He wants you to do all things for Him with excellence (here in the house, in your life, in your church, in future employment, in all your relationships, and above all in your relationship with Jesus Christ). After you have finished a project, take time to inspect what you have done. Make sure you are satisfied with your work and that the Lord would be satisfied with it as well. (Genesis 1; Exodus 39:32-43; Kings 6; II Chronicles 2-8)

6. He wants all your heart (the new heart you received now that you belong to Christ) to be involved in ALL you do. He wants you to work with joy and without complaining. People who complain the most pray the least. If you have a problem or a situation, take it to the Lord in prayer and fast about it. A Koinonia House Ministry representative will be glad to pray and fast with you. (I Thessalonians 5:16; Ezekiel 36:26-27; Ephesians 6:7-8)
7. Clean all the corners, especially the corners of your heart. Ask the Lord to purify you. (II Chronicles 7:1; Psalm 51:7-8)
8. Ask the Lord to break you if you have not been broken. He wants to make you new, but He must break you first. He is in the business of changing people. Let him do it. You must be accountable at all times. In other words, live your life coram deo (openly before the face of God and men). (John 3:3-16; II Corinthians 5:17-21; Psalm 51)
9. The goal in your Christian walk is to pursue complete joy and satisfaction in God for God's glory. John Piper said that God is most glorified in you when you are most satisfied in Him. God's glory and our joy are not in competition. When we abide in Jesus and in His word, we can take advantage of His promise to do anything according to His will. The Lord will actually change your mind, your heart, and your desires so that you will want what He wants and be joyfully satisfied. (Psalms 20:4; John 15:7)
10. We don't want to teach you based on giving you a bunch of facts and truths that will most likely fly over your head. We want to connect those facts and truths to your EXPERIENCES! In other words, we want to teach you by providing bread -- the bread of life -- Jesus Christ (John 6:35) which will bring satisfaction to your hunger!
11. We want to build a bridge that will feel comfortable and secure walking through, to take you from the familiar (what you know) to the unfamiliar (what you don't know); but always making you feel sure that you are not by yourself and that you are walking on safe and secure ground. We want this bridge to be strong and solid (for its foundation to be cemented so that it will never be moved), but yet challenging enough to equip you with the Christian ATTITUDE so that you can live a humble, yet victorious life in Jesus Christ!!

(Philippians 2:5) The goal is for you to be able to make the right godly choices so that you will make it -- not just somehow but triumphantly -- and therefore you will bring glory to God (I Corinthians 10:31). Remember, the Lord Jesus Christ promised to be always with you, until the end of this age (Matthew 28:20). He also promised to be within you in the form of the Holy Spirit (Ephesians 1:13). He has chosen to use people, us, to walk with you, and we are committed to be with you in the good times and the bad times. We truly want to be your family. All we want from you is the opportunity to demonstrate to you Christ in us!!

12. ATTITUDE IS THE KEY!! Please pay full attention. Put your 5-2 senses in full gear and ask the Lord to protect your mind and heart from outside thoughts which will hinder your concentration on the subject we may be discussing at a particular time. Ask the Holy Spirit for illumination (I Corinthians 2:14). Ask Him for wisdom (James 1:5). He will only give you wisdom from His Word. You must know and be immersed in His Word in order for Him to give you wisdom. Ask Him for perseverance, endurance, and joy (I Timothy 4:16; Philippians 3:12-14; and James 1). Challenge us. Make us work hard to satisfy your questions according to the Word of God. Our prayer for you is that God will be your goal in life!!
13. Every session must be bathed with prayer. We can teach all we want, but it is the Holy Spirit who gives the illumination to truly understand truth (I Corinthians 2:14). Only the truth will set you free to become His righteous disciple. (John 8:31-32)
14. We will discuss, in the context of your experiences, your daily devotions of Table Talk.
15. In each subject of study, we want you to tell us how much you know about that subject. Let's begin with your questions. If you have no questions, then we will begin to teach you. We want you to stop us every time you have a question about whatever we are saying or something comes to mind which may be related to the subject of discussion. REMEMBER: The only dumb question is the one you don't ask.
16. We will stop every so many minutes (probably every 15 minutes or so) to allow you to explain to us what was just said. This way, if there are any doubts, hopefully they will come up and we will tackle them head on. We are developing the game plan, the strategy of the game, because our aim is to win and to win triumphantly!! We are on the winning team, but the winning team must always execute the game plan in order to win. REMEMBER: If you fail to plan, then you plan to fail!!
17. Our objective is to teach you, through your experiences, Biblical truths and facts, which you will be able to apply in real, everyday and practical

situations in life. However, we must warn you (this is one of the duties of a minister of God), trouble is coming. But the true and genuine Christian will endure the trouble, not by his/her own strength or endurance, but by the help of the Holy Spirit and reliance on the truth of the Word of God.

18. The Word of God is applicable to any situation in life and the Word of God is very reliable to any situation in life. THE BIBLE IS SUFFICIENT ALL BY ITSELF WITHOUT ANY OUTSIDE HELP. IN OTHER WORDS, IT IS NOT THE BIBLE PLUS...BUT RATHER THE BIBLE CAN STAND ON ITS OWN FOUR VERY STRONG LEGS AND NEVER FAINT. WOW!! OH, WHAT A PROMISE THE LORD HAS MADE TO US...!! ALELUYA!!
19. In other words, the genuine Christian will SHOW THAT HE/SHE IS REAL in times of trouble. In the midst of trouble, we must not lose our joy. Although the Christian may experience pain, joy must be evident. You do not have to put on a tough exterior or become stoic. You can say, even with tears in your eyes: ALet's pray.@ (Hebrews 4:14-16). The Christian KNOWS where to go for comfort, to God the Father through Jesus Christ, who is full of compassion, who truly understands our struggles and cares because He sent His only begotten Son, Jesus Christ [God Himself], out of LOVE, to suffer and to carry our pain, our guilt and sin so that He could become the comfort zone for human beings (you and us).
20. Our God is not a distant (we don't believe in deism) God who does not understand. But rather, He is a God who came down to our level and who understands our situation (of whatever magnitude), whatever the situation may be. The Christian must rejoice in tribulation and be triumphant in the midst of the worst circumstances. The Christian knows a holy joy that is real. He is to become Amore than a conqueror@ instead of merely exercising self-control with the aid of iron will. The Christian is to rejoice in the Lord and to rejoice in the God of salvation. Martin Lloyd-Jones, AThe Doctor@ stated: ASuch a time is a test for our Christian profession. If we are not then more than conquerors, we are failing as Christians.@
21. Just be the person the Lord intended you to be (Jeremiah 29:11-14, John 17:1-5)! Fervent prayer will discover for you, EXACTLY, what the Lord has intended for you to be. Put it into practice.
22. It is important for us to get to know each other better, as persons and culturally, so our interaction will become more meaningful. The experiences you have had are precious to us because they will be the linkage to your learning. 1) First I am a Christian. 2) My Christianity must dictate my culture, not my culture to my Christianity. Please get to know us so you can understand us. We have the best intentions at heart for you to become a strong, solid pillar for the Lord. We truly want you to love the Lord more and more every second that goes by, because it will be your love for the Lord

that will keep you and spare you from sinning. Remember that our God the Father is Holy and He HATES SIN WITH PASSION (John 14:23).

23. We measure your results by the application of what you have learned to your practical Christian living.
24. We begin with you and your relationship with Jesus Christ. For this reason, you must know who Christ is and why He became human as The Messiah; what He accomplished for us and for what purpose. You must also understand sin as God understands sin and its consequences. The bottom line question is: Why do we need a Savior? What did He save us from? We also want to talk to you about TOOLS so you can be an effective student (disciple) of God's Word.
25. We will discuss and apply *Christ's Call to Discipleship* by Dr. James M. Boice during our practical teaching time. Remember to read at least 20 minutes from either book every morning before we meet. You should also read one chapter from the Old Testament before our meeting.
26. We are joyful that you are on board. We believe the Lord is really going to use you in a mighty way. To get where the Lord wants you to get, He wants to prepare you by bringing you UNDER His discipline (the Lord prepared the Apostle Paul for 14 years and Moses for 40 years prior to their ministries). He uses people, ordinary people like us to get His message across to other people. People are critical and essential for our growth. It is important that we choose the right people, Christian people, to associate ourselves with.
27. The Lord has chosen wonderful, godly people for you. Your pastor, church liaison and mentors truly care for you and also want to see you succeed in the Lord. The people in your church have truly embraced you with genuine Christian love.
28. Remember that the difference between the Christian and the non-Christian is that we know, as Christians, where and when (how fast) to hide. Indeed, Jesus is our hiding place. He always fills our hearts with songs of deliverance and whenever we are afraid, we must TRUST in Him (Psalm 37). We are ONLY strong in His strength (Philippians 4:13). He is indeed our ONLY SAFE AND SECURE hiding place!!
29. The Lord only wants three things from us: availability, purity, and obedience! Again, we are thrilled that you are at Koinonia House®. Koinonia means: *belonging together in mutual collaboration!*
30. Please never forget to recite every day:

I Corinthians 10:31in whatever you do, bring Glory to God

I Timothy 4:7*train yourself to be godly*

Romans 12:2 *Do not conform ANY LONGER to the pattern of this world. But be TRANSFORMED by the renewing of your mind. Then you will be able to test and approve what God's will is - His good, pleasing and perfect will.*

Mentor Relationships

As iron sharpens iron, so one man sharpens another. Proverbs 27:17

Each resident at Koinonia House® is provided with two mentors. One mentor focuses on spiritual issues of the Christian life, and the other focuses on financial issues of the Christian life. Through these relationships you will have close Christian fellowship and friendship, and learn to trust one another. This is a mutual relationship, although your mentors have greater experience in living a Christian life outside of prison. Casual interaction is as important as the times of more formal teaching. Your mentors have been given guidelines. Below are ways you can help your mentors follow the guidelines:

1. Be a friend.
2. Be a living example of what it means to be a Christian—in other words, WALK YOUR TALK! Show Christ in YOU!
3. Meet CONSISTENTLY once a week, for approximately 2 hours with each of your mentors for discipleship and bible study.
 - a. Be a good, reliable student by being prepared for your mentor meetings. Have your homework done and ready to show your mentor.
 - b. Nourish each other in the Christian faith through the Word of God every time you meet
 - c. Build a friendship in Christ so that you will be able to trust each other and ultimately love each other as brothers or sisters in Christ!
 - d. Expect your mentors to get into your business. Financial mentors should know about and approve every penny you receive and every penny you spend.
4. Be sensitive to your mentors. Treat your mentor with the same dignity and respect that you expect.
5. Pray with and for your mentors regularly. Have them pray for you.
6. Ask the Lord for wisdom and discernment each time you meet together.
7. Set short and long-range goals and objectives with your mentors. Go over them periodically to monitor their progress. You may want to keep a journal of these and of other experiences you go through together.
8. *Don't accept money or gifts* from your mentors without approval from your DRDs. If someone from the church wishes to give a monetary gift, ask the person to please forward it to Koinonia House® as a donation to the ministry. Other items (such as clothing) should also be distributed through Koinonia House⁷.

9. You may consult with your mentors about possible job opportunities, but do not apply for any job until the Board of Directors votes to end your orientation. Then, do not apply for any job without approval from your DRDs for that specific job. Be sure the hours are acceptable.
10. Any trips out-of-town or retreats with your mentors must be cleared first with the Discipleship & Resident Directors (DRDs) of Koinonia House®.
11. When you are ready, and if you feel comfortable, share about your prison experience and your past convictions. We suggested that mentors and church families refrain from asking you.
12. When in doubt, please call the Discipleship & Resident Directors (DRDs). They are the ones to guide mentors, church families, and even church staff on what is truly best for you.

Local Church / Koinonia House® Collaboration

Your Discipleship & Resident Directors (DRDs) have chosen a local church for you to attend while you are a Koinonia House® resident. This is your home church. Your mentors and a church liaison will be chosen from your home church. Your church liaison will be our contact person with your home church, making all the arrangements to prepare for your arrival and to support your discipleship process. Here are some ways you may be a blessing to your church family:

1. Meet with your church pastor at least once each quarter.
2. Your transportation to and from worship services and all other activities planned by your home church should be arranged through your church liaison and approved by your DRDs.
3. Any time you are with people from your home church, be sure your DRDs have their contact information (names, addresses, phone numbers, etc)
4. Any time you are with people from your home church, be sure they have your DRDs' contact information as well.
5. Be ready and waiting for your ride on Sunday morning. Be ready and waiting for every ride. No one should have to come to the door looking for you. (Always confirm arrangements the day before.)
6. Your host family will provide a meal after the morning worship and then be with that family, doing whatever they do until the close of their Sunday (evening worship service, small group, at home relaxing, let your hair down, etc). At the end of the day, your host family will bring you back to Koinonia House®. This is an entire day commitment for that family and a wonderful opportunity for you to get to know them and for them to get to know you. This is also a marvelous opportunity for you to see how other Christian families function.
7. Church families donate many items to benefit residents of Koinonia House®. Please do not personally accept any donations or gifts. Have the person(s) contact your DRDs to make sure the items are appropriate and to make arrangements for their receipt.
8. Be courteous and demonstrate gratitude—be a shining example of good manners, even if your host family falls short in this area.
9. Your home church, as well as other churches in the community, contribute to Koinonia House® to cover your program fees during the first three (3) months

of orientation. After those three months, you will begin to pay a portion of the program fee. This is explained in under FINANCIAL ARRANGEMENTS.

Orientation Checklist

The following checklist was created to help you understand expectations and adjust to living at Koinonia House®. As with the rest of the *Resident Manual* information, this checklist is a tool for you to refer to often, to renew your mind and refresh your memory. God is creating a new you!

Please initial each heading of information AFTER the material has been covered during your orientation sessions, and AFTER you believe you understand the information presented well enough to do it.

Biblical Foundation for the Koinonia House® Ministry

☐ **Concept of Orientation Period**

Acceptance to Koinonia House® has been established through the *Admissions Procedures*. The first 90 days are the minimum orientation period. The evaluation committee will assess your progress at the end of three months. Their assessment, along with a recommendation from the Discipleship & Resident Directors (DRDs), is required in order to determine successful completion of orientation. A post-orientation period with specific conditions may be established prior to accepting full-time employment. Discipleship class attendance may be required during post-orientation.

Criteria for completion of orientation includes the following:

- Recite the *Scriptural Principles for Any Task* and demonstrate by your daily walk with Christ that you are able to apply these principles
- Recite Philippians 2:1-5 from memory
- Recite the method for interpretation of scripture taught in discipleship class
- Complete required reading and reports as assigned from *Christ's Call to Discipleship*. This book is to be read twice.
- Recite the complete Gospel message with supporting scripture. (1Corinthians 15)

The Evaluation Committee will make a recommendation to the Board of Directors. The Board must approve the end of orientation. This evaluation is the basis for Koinonia House® to continue to offer a Christian family home, biblical discipleship, attachment to the local church, provision of mentors, and assistance to find suitable employment.

☐ **Biblical definition of Covenant**

Discuss James 5:12, Exodus 39:32-43, John 17:4, John 19:30, and II Timothy 4:7-8.

This is not a legal contract, although a contract and a covenant can be expressed as written agreements. The intent of this document will always override the wording, because your individual welfare is its purpose.

☐ **Trust**

Trust has to be **earned**. Yes, you have been forgiven. That is not the issue. Trust is a matter of demonstrating that your walk is equal to your talk and that you are showing your real self. Your Christian character has to have time to develop. As you mature in Christ, as the old patterns of sin are destroyed, the new you will display trustworthiness. Then you can be trusted.

There are no scriptures that tell us to trust each other. Our complete trust is in God alone. However, God commands each of us to *walk worthy of our calling*. (1 Thessalonians 2:12, Colossians 1:10, Ephesians 4:1) If we are able to demonstrate obedience to Christ in this way, other Christians will know that we can be trusted. It is not wise to fully trust someone who has not demonstrated trustworthiness.

Walking worthy of your calling includes a humble attitude and teachable spirit. (Philippians 2:1-5) Do not think that you already know all there is to know. The Lord has begun a NEW work in you. You will have to put your old ways of thinking, especially the prison mentality, under the blood of Jesus Christ, and deliberately let go of your old patterns, over and over again. New patterns of thinking and new patterns of behaving will take over as you are conformed to the image of Christ.

☐ **Christ's Humility - a pattern for family living**

"Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus." (Philippians 2:3-5)

These verses must be committed to memory (carried on a card in your pocket if necessary) and applied to daily living.

Be considerate of others, especially where shared living space is concerned. Your rooms are near the rooms of others in the family. Heavy walking, loud radio playing, and loud television viewing will be heard and felt by others.

Please be on time for your appointments and commitments. When someone is coming to pick you up at Koinonia House®, please be watching and waiting *not in your room or in the TV room*. Don't make your ride (guest) wait for you. They are already sacrificing their time. Therefore, demonstrate your appreciation by being prompt.

☐ **Ministry team communication**

The Discipleship & Resident Directors (DRDs) will meet regularly with your mentors, church liaison and pastors to discuss how to best serve you. By coming together in *koinonia*, the team can discuss and evaluate how they are doing and how they can meet your needs better, especially spiritual needs. **Please know that every problem has a spiritual dimension.** The team will pray more effectively by communicating often. The mentors of all residents meet as a group at least four (4) times per year.

Members of the ministry team will also meet with you on a regular basis to examine themselves and let you examine them. This is a time to evaluate how the team is doing and how you are doing, to make sure both are on target. The Lord commands us in Scripture to examine ourselves. (Psalm 26:2; I Corinthians 11:28; II Corinthians 13:5)

Resident Privileges

☐ **Program Fees**

Residents are responsible for a portion of the monthly program fee that provides for residents' needs. Residents do not pay a program fee during the orientation period; the fees are paid by ministry supporters during this time. If the evaluation is favorable for success in this ministry under this covenant, then the resident is eligible to be employed and responsible to contribute toward the program fee. However, fees may be waived for longer than the orientation period, depending on the residents' personal circumstances. The Board of Directors is authorized to waive program fees. Residents are not denied program services because of inability to pay.

Program fees are due and payable on the first day of the month, beginning the fourth month. As part of learning life skills, unpaid program fees are incorporated into teaching about debt reduction skills. (Romans 13:7)

☐ **House key**

You will not be issued a key to the house during orientation. After board approval of the end of orientation, a key will be issued as a sign of the trust you have earned.

☐ **Telephone**

Ministry phones are to be used for ministry related business. DRDs are instructed to question your use of the phone. Do not take this personally. If you are using the phone correctly, it will not be an issue. For resident phone calls received on the Ministry lines during project time, DRDs will ask to take a message if appropriate. At the callers request, you may be called to the phone if your DRDs approves the interruption.

Personal calls are to be made on the phone designated. Phone cards may be purchased for long distance calls. Please be aware of the time while on the phone. At first, habits from incarceration may still be influencing you. Try to transfer your need to talk toward face to face conversations in the new relationships you will be forming.

No telephone conversation should last more than 20 minutes. This does not mean you should hang up and redial the person after 20 minutes. It might mean that you should make an appointment to meet the person face to face. If these are contacts from your past, it could be harmful to continue long conversations with people who trigger your old patterns of thinking. Remember your purpose for being here, and this restriction should make sense.

Care of telephone equipment is essential, since all the residents share this equipment. Please treat it gently. Pulling on cords and rough handling will damage the equipment and cause unnecessary inconvenience.

The phone should not leave its designated location. The only exception to this is if a mentor and resident are meeting upstairs and want to use the phone.

The designated telephone is not to be used after 10:00pm unless an emergency is involved. Note: An emergency is defined as an event that happens unexpectedly and that demands immediate action (for example, a serious illness or death in the family). Let the answering machine take calls after 10:00pm.

If you hear messages for other residents, write them down and deliver them. Help each other. This is not meddling. It is a courtesy, and helps eliminate messages being erased without being received.

If the phone in resident quarters is out of service for any reason, you must have permission to use Ministry phone. Please keep a log of the numbers you call and the length of your call. This will eliminate any questions of integrity.

☐ **Personal Cell Phones**

During the first six months, residents are not allowed to own a personal cell phone. To make and receive personal phone calls after the orientation period (first 90 days), the designated residents phone may be used under the approval of the Disciple and Resident Directors (DRD's). After the six month review, there may be an opportunity to have a personal cell phone once approved by the mentors and DRD's.

☐ **Internet Usage**

During your stay at the Koinonia House[®], residents will not be allowed access to the Internet in any capacity during the first 90 days of the program. After the

orientation review, a resident may access the Internet in a supervised environment at a public library or internet café. Residents may not access the Internet at the Koinonia House® campus while in the 15-month discipleship program.

☐ **Stewardship of Resources**

Please be thoughtful of the utilities you use. Please turn off all lights that are not in use. For example, if you are in the TV room, the light in your room should *not* be on. Neither should the light in the hallway be on. Also, candles must be monitored and in proper candle holders. **Please make sure all lights and fans are turned off, when you're not there!**

Please turn off the bathroom fan after use. *Electricity costs money.* We must be good stewards of the resources of God's people!!

The last person to enter the house at night should turn off the porch light. If you are uncertain about being the last one, please check. Do not assume that someone else will do it. Please remember: I Corinthians 10:31...*you do it all to the GLORY OF GOD!!*

☐ **Personal hygiene**

Clean clothes and general household cleanliness are very important and expected from each resident. Appropriate attire shall be worn at all times.

☐ **Family dinner / Koinonia time**

During the duration of your stay, eating 5 weekday meals with the family is mandatory. This is critical to teaching the concept of biblical family. The standard only allows for emergencies, in which you call that you are going to be late and will miss a meal due to unforeseen circumstances.

☐ **House meetings**

House meetings will be held two (2) times each month.

☐ **Chores**

The Discipleship & Resident Directors (DRDs) will assign the chores for each resident. You are responsible to do your chores once a week, outside of project time. Projects are done between 10:30am and 4:00pm during orientation. These projects do not include weekly chores.

Chores are to be done for the entire stay in the house. Keeping this commitment is as important as the other principles taught in this program. The chores are to be done with excellence, following the *Scriptural Principles for Any Task*. This is a life skill needed, regardless of where or with whom you live in the future. Please *complete* what you have started! Don't wait for tomorrow or later.

Walk through the house with the new resident:

Resident Quarters

☐ **Your own room**

Your bed is to be made every day, and clothes picked up. Your room must be presentable at all times. DRDs have the authority to do a random search of your private quarters whenever they deem it necessary.

☐ **Bathroom**

Clean the bathroom after EACH use. This includes the toilet, sinks, bathtub, shower and mirror. Do not leave a mess, thinking the chore person should clean it up. Leave it in a way that you would be proud to have your pastor use it.

Do not leave your personal articles (i.e. toothbrush, comb, toiletries, etc.) on the counter next to the sink. Store your personal articles appropriately when not in use.

☐ **TV / study room** see section regarding Television in Resident Quarters

Ground Level

☐ **Laundry room details**

When you start a load of laundry, finish it (wash, dry, fold, put away) in a reasonable time. Clean up the laundry room after you are done, wipe down the washer and dryer, clean the filter in the dryer, clean the drain, and close the faucet valves.

☐ **Office area details**

Please respect the privacy and personal property in the office area. Do not use items in the office without permission (including phone, computer, pencils / pens, scissors or other tools in drawers.)

If you have permission to use office equipment, please return it to where you found it (or where it belongs, if you found it out of place)

Shared Living Quarters

☐ **Kitchen details**

Remember the following responsibilities on your evening of washing dishes after dinner:

- Wipe the counter and stove as well as around the kitchen sink
- Clean the kitchen floor and drains
- Take out the garbage and items for recycling
- Clean the garbage container and insert a new bag
- Follow instructions per the DRDs if this is your chore area

☐ **Living Room / Dining Room**

Clear the table and shake the tablecloth, vacuum the rug by the dinner table and clean floor, and follow instructions per the DRDs if this is your chore area.

☐ **DRDs private living quarters**

While the DRDs will live openly, you do not have the right to enter their living quarters or office area without first asking. They do have the right to enter your bedroom without prior permission, although under the vast majority of normal circumstances they will ask first.

Resident Policies

☐ **Appointments and Commitments**

Any plans made for activities away from Koinonia House® must be approved by the DRDs. This includes setting up your regular schedule of mentor meetings, Bible studies and other ongoing church activities. (Activities on Sundays with your church family are approved because they will be with you.)

Three days (72 hours) notice is needed for approval. Activities are usually planned this much in advance anyway, but this leaves time for discussion and making sure you have a plan of protection. We want to foster good communication, with all the details, not just part of the story and part covered up. (Detailed plans answer the questions who, what, where, when, how, and why)

This type of accountability is necessary in any family, and as you mature in Christ, it will become more natural to plan this way and communicate with the rest of the household this way. The ultimate goal is for the DRDs to be able to say *Yes!* immediately because you have planned well and properly!

☐ **Family Visits**

Because you need time to re-group, we already recommended that prior to coming to Koinonia House® you resolve any conflicts you had with family and relatives. We also recommended that you inform them if necessary that you need this time to re-establish yourself in a new environment. This may result in holiday time NOT being spent with family members during your stay at Koinonia House®. Keep in mind many restrictions at Koinonia House® are temporary, and building a solid, consistent relationship with the Lord is your first priority.

You are not to go to inner-city and urban communities for at least the first six months. You are not to go to the community where you came from -- you need a plan of protection. Visits to family members must be accompanied by an approved person to keep you accountable.

Family visits with children should be conducted at Koinonia House® if at all possible. Off site visits must be approved in advance and accompanied by an approved person to keep you accountable.

These arrangements may be adjusted at the discretion of the DRDs; however, adjustments are an **earned** privilege, **not a right** to be demanded.

☐ **Compensation during orientation**

You are not to accept money from anyone other than your Koinonia House® DRDs during orientation. You are not to get paid for your volunteer service during orientation. If someone wishes to compensate you for the assistance they receive, a donation may be made to the ministry. If there is any question about what to do, have the persons involved contact the DRDs.

You must be accountable to your financial mentor. Discuss all money, goods, or services received during your entire stay at Koinonia House®, with your financial mentor. Even after receiving wages from employment, you should not receive gifts of money directly from contacts made as a result of participating in this program.

☐ **Television (TV) Use in Resident Quarters**

Remote controls for the TV and VCR belong on top of the TV when not in use. Please do not leave them on the floor or on the couch.

After using the VCR, take the tape out of the machine. When you have completed using a tape, rewind it completely (or back to whatever place you may have been instructed to do so.)

TV and VCR equipment is not permitted in your bedroom. Having cable TV installed in your bedroom is therefore not permitted either.

Approved TV programming includes:

- News and news related specials
- Sports events (i.e. football, baseball, basketball)
- Christian stations

Anything else (i.e. TV programs, videos, etc.) must be pre-approved by the Discipleship & Resident Directors (DRDs). If residents find that you are watching unapproved TV or tapes, we hope they will report it. This is not snitching. It is in your best interest to live *coram deo* without secret behaviors, and your brothers/sisters in Christ should keep you accountable. We hope you will do the same for them.

☐ **Food in Resident Quarters**

Do *not* take food into your room or anywhere else that the DRDs designate as *no food* areas. This includes cookies, chips, candies, beverages, and other snack items.

Please eat in the kitchen. After you finish eating, please clean up after yourself and wash your dishes. Please follow the *Scriptural Principles for Any Task* and do not cause others to have to clean up after you.

Please drink juice and pop in moderation.

☐ **Employment**

After your intense time of discipleship, and it has been approved, you are expected to start looking for a job. You should not be home watching TV or relaxing during the day. Your wake up time during the week (Monday through Friday) is 6:00am.

☐ **Owning a motorized vehicle**

You are not allowed to own a car (or any other motorized vehicle requiring a driver's license) as a Koinonia House® resident. You will not be allowed to have a car until you can afford it and demonstrate the need to have a car.

You will work with your financial mentor to budget car payments, cost for fuel, insurance, and maintenance of the car. If your financial mentor recommends to your DRDs that you be considered to own a car, the Board of Directors must approve the plan for when and how you get the car, how you will maintain the car, and how you will use the car.

☐ **Dating**

God has brought each resident to Koinonia House® to help you become pure and to become the person the Lord wants you to be.

While you live at Koinonia House®, involvement in a romantic relationship is not permitted. This restriction includes all of the following behaviors:

- Going out with a person of the opposite gender
- Having lengthy, consistent phone conversations with a person of the opposite gender
- Writing a letter to a person of the opposite gender, other than family

This involves being honest with yourself. Don't play the "**just friends**" game, or try to cover up your desire for a romantic relationship. Take it to the Lord. **Focus on Jesus**, for this first year, and let him build your character. A dating relationship now will distract you, and it can cause you to jump the fence.

As with family relationships, dating policies may be adjusted at the discretion of the Discipleship & Resident Directors (DRDs) after 12 months. Permission may be granted to date if sufficient maturity in Christ has been demonstrated and/or your individual circumstances warrant consideration (i.e. marital reconciliation).

☐ **Outside Responsibilities**

The last resident to come to Koinonia House® is **always** responsible for outside cleaning and maintaining the **outside** appearance of Koinonia House®. These are daily responsibilities.

☐ **Outside responsibilities include, but are not limited to:**

- Sweep, clean and mop front and back porches, including steps, windows and doors.
- Sweep sidewalk, driveway and parking area.
- Clean and wipe storm door, front and back door.
- Clean light fixture on both porches.
- Clean columns, walls, and ceiling on both porches.
- Shake and clean rubber rugs on both porches.
- Sweep and clean garage, including doors.
- Take garbage (place sticker) and recyclables out on the appropriate evening.
- Bring in garbage and recycling container on the following morning. Clean container.

☐ **In the winter**

- Clean snow from sidewalks, driveway and parking area, as soon as the snow stops.

☐ **In the spring, summer and fall**

- Maintain a clean yard. Rake leaves and place leaves in bags.
- Cut grass. Grass clippings go in the yard bags.
- Do some gardening when appropriate and necessary.

New-Resident Schedule

(For Orientation Period)

Monday-Friday

6:00am	Arise, shower, shave (men), dress, make bed, individual breakfast
7:00am	Prayer (30 minutes) Devotional, <i>Table Talk</i> (20 minutes) Read <i>Bible</i> (20 minutes) Read <i>Christ's Call to Discipleship</i> (20 minutes)
8:30am	Biblical and practical disciplines class with the Discipleship and Resident Director*
10:30am	Supervised project time. This cannot be used to take care of personal items (That is, you may not do your laundry or make phone calls). This is a time to do daily house responsibilities. The resident may also be asked to do projects outside of the local house; including, but not limited to, your church, church families and/or other ministry related contacts.
12:00 noon	LUNCH - per daily instructions from DRD
4:00pm	Continue read / study time. Personal time and preparation for dinner
5:00pm	Set table for dinner and help with dinner preparation
5:30pm	Family dinner/Koinonia time. We require that every resident of the house eat dinner together as a family for the entire stay at Koinonia House®
6:15pm	Wash dishes. Please check the schedule for the week. If you are not on the schedule, use this time productively
7:00pm	Evening activities (for example, meetings with mentors, prayer meeting/Bible study at church, basketball, social activity)
9:30pm	Residents Only -- prayer time together
11:00pm	Bedtime/lights out (11:30pm on Friday and Saturday only)

- Saturday** Your day to sleep in, relax, do your weekly chores, and visit with members of your church family; all plans are approved ahead of time by the DRDs
- Sunday** Attend morning and evening worship services at your church. Spend the afternoon with a different family from your church and eat lunch/dinner with that family. This family will host you for the entire day.

At the end of your orientation period, you are expected to:

1. Look for and obtain a full time job (with the help of your church)
2. Meet with a Discipleship & Resident Director (or another qualified volunteer, approved by the director) for ongoing biblical and practical discipleship four (4) times each month
3. Continue to meet weekly with your mentors
4. Continue to participate in family dinner/Koinonia time on weekday-evenings
5. Continue to spend Sunday with church families (including meals)
6. Become an active member and participant of your local church
7. Continue to participate in programs as mandated in acceptance conditions and/or parole.
8. Continue to do chores.

Financial Freedom Plan

In God We Trust: The Koinonia House® Financial Freedom Plan is designed to be used in conjunction with the "In God We Trust" course from Crossroad Bible Institute. "In God We Trust" is an 8 lesson, in depth study of living a life of financial responsibility and Christian stewardship. An overview of the course is attached.

Purpose: To establish a financial plan that can be followed and integrated into the lives of residents at a Koinonia House®.

Statement of Faith: To give Christ all things in my life. In Him are all my needs supplied and in Him will I depend.

This plan will allow you to begin the process of:

- 1) Setting up a budget
- 2) Establishing a credit rating
- 3) Begin a lifelong commitment to tithing and saving
- 4) Being a good steward of the funds that the Lord has entrusted to you.
- 5) Working with a financial mentor that will hold you responsible for your tithing, spending, and savings.

The resident and financial mentor will need to establish a system of accountability and trust that will allow them to work closely with each other and to follow the Financial Freedom Plan. Frequent reviews and solid commitment will allow this plan to be successfully implemented and for each resident to build a solid biblical view into their financial life.

The Koinonia House® Financial Freedom Plan is designed to take the first steps towards establishing a budget that will help you live within your means. It might also be useful to incorporate other Christian financial planning guides to help in establishing financial freedom.

Welcome to the Koinonia House®!

Koinonia is a Greek word, which means "fellowship", people getting together to learn how to live together. It's similar to the idea of a family, people living in the same house and working together for a common goal, sharing with one another, helping one another, laughing together.

Koinonia House® is an idea that God gave some people who love Him and wanted to serve Him, by loving and serving you. The staff and friends of Koinonia House® want to provide you with a loving and secure environment in which to make the change from prison to freedom.

In addition to the intensive biblical discipleship training you will be receiving, it is equally important for you to learn how to live on our own. In the Bible, God has clearly told us about money, how it should be handled and the dangers it may hold for us. He gave these guidelines to all Christians to help them glorify Christ in the world. Christ has given us our spiritual freedom through salvation. Our financial freedom comes when we see that God has made us stewards and that he is the owner of all things. By making the right decisions about the money God gives us to use, we can be at peace in all financial matters.

The Financial Freedom Plan is a short course designed to help you take the necessary steps to achieve financial freedom. When it comes time for you to leave Koinonia House[®] and to live on your own, you will be able to put these financial principles and plans into action on a full time basis.

Just as we go to the doctor for health care when we are sick, and to the plumber when we have a leaky pipe, we go to the financial planner when we need help with our money.

One of your Christian brothers will be helping you with your new financial plan. He will help you make up a budget beginning with the first dollar you earn. Just as you will have help finding a job, you will have help available in setting up your finances. When you build a house you begin by building a solid foundation. If you decide now to build a solid financial foundation, you will have the best opportunity to be successful financially in the years to come.

Psalm 24:1 says, "The earth is the Lord's, and all in contains." God is the Lord of all of the earth and he owns everything. He created it all from nothing and everything we have comes from Him. It is very important to recognize this spiritual truth and to make it a part of who you are as a believer. Your life, your health, your job, your money, even your home at Koinonia House is a provision, a gift, from the Lord. With this in mind, you can see that the decision to spend money on food, clothing, transportation, giving, etc., must be made after consultation with the One who owns it all, your heavenly Father.

When we include the Lord in our financial decisions, it becomes easier to manage your funds. Living is so much easier when we agree that we were created to glorify the Lord Jesus Christ in our money matters as well as in all the other areas of our lives. The Lord is first, others are second, and we are third.

Just as you have agreed to be accountable to the staff at the Koinonia House[®], it will be important for you to be accountable to your financial mentor as well. This individual will help you understand the need for a budget, your spending habits, tithing (giving back to the Lord), saving for the future, repayment of any debts you might owe, and every other aspect of money matters.

We will respect your dignity and privacy, so all of your financial matters will be confidential.

Your financial counselor is your friend and is interested in helping you in any way he can. The advice he gives you comes from years of personal experience in learning how to live within his means and teaching others to do the same. You will be meeting with him on a regular basis to begin your budgeting. After you have found employment, this plan will be in place so that you can get off to a great start.

So, here is a brief overview of how to begin.

1. The staff at Koinonia House® will introduce you to your financial mentor and you can get to know each other. Give him the history of your finances so he can begin to help you set up your new plan.
2. Establish a plan to pay off any debts you may currently have. Your mentor will help you set up a debt repayment schedule that reduces the amount you owe and helps you get out of debt as quickly as possible.
3. Set up a workable budget for daily, weekly, and monthly living expenses, savings, and giving. This budget will start out simple and grow with you as your needs and desires grow.
4. You will have frequent and regular reviews of your plan with your financial mentor. You will meet weekly to go over this plan, and as time goes on you will begin to get the hang of how to manage your money.

You've already seen and felt how committed the staff and Koinonia House® is to helping you on your way to total freedom and responsibility. The Financial Freedom Plan is part of that commitment to help you reach your goal. Personal discipline and responsibility for your money matters as well as your spiritual matters is essential to realizing true freedom in Jesus Christ and surviving in the world.

May the Lord truly bless you as you begin on this journey to financial freedom!

FIRST THINGS FIRST: Getting free from debt.

The first step in setting up your budget is to list all the outstanding debt that you have. Remember that you are still responsible for any obligations made before or during your incarceration. Work out a monthly or weekly payment schedule with your financial mentor that will get these debts paid off as soon as possible. Be careful that you don't put too much strain on your day-to-day budget. Now is the best time to get these debts paid off! Make it a goal to never owe anyone anything.

Proverbs 22:7 "... the borrower is servant to the lender."

Outstanding Debts

Description of Debt	Current Balance	Monthly Payment	Due Date

NEXT: Living on only what you earn.

The next step in the budgeting process is to estimate all possible expenses that you may expect over the coming year and to break them down into a weekly or monthly budget item. You will need to be as comprehensive as possible and try to account for every cent you are spending and receiving. It will be hard at first, but in the end it will teach you to be a good steward of what the Lord has given you. It can also give you the ability to stay away from the burden of debt.

The *Variable Expenses form* will help you to break down your irregular expenses and show you how to put money aside to meet these expenses.

The *Income vs. Expenses form* will be used either weekly or monthly to record your income and to budget your expenses.

The *Budget Analysis form* will help you and your mentor see how your budget is working and what changes you may need to make.

Variable Expenses

Expense	Estimated Cost/Year	Estimated Cost/Month
Health Insurance	\$	\$
Home/Apt Insurance	\$	\$
Vacations	\$	\$
Doctor	\$	\$
Dentist	\$	\$
Automobile	\$	\$
Clothing	\$	\$
Life Insurance	\$	\$
	\$	\$
Total	\$	\$

*Simply divide your yearly cost by 12.

Work with your financial mentor to attempt to estimate your irregular expenses and then to set them up as a regular monthly expense.

Income vs Expenses

Gross Income Per
Month

Salary _____
Interest _____
Dividends _____
Other _____
Sub total _____

Less:

1. Tithe _____

2. Taxes _____

NET INCOME _____

3. Housing Costs

Rent _____

Insurance _____

Taxes _____

Electricity _____

Gas _____

Water/Sewer _____

Phone _____

Maintenance _____

Other _____

Sub total _____

4. Food _____

5. Automobile

Payments _____

Gas _____

Insurance _____

License/Taxes _____

Maint. & Repair _____

Sub total _____

6. Insurance

Life _____

Medical _____

Other _____

Sub total _____

7. Debts

Credit Card _____

Loans & Notes _____

Other _____

Sub total _____

8. Entertainment

Eating out _____

Vacation _____

Sports/Hobbies _____

Activities/Trips _____

Other _____

Sub total _____

9. Clothing _____

10. Savings _____

11. Medical Expenses

Doctor _____

Dentist _____

Medication _____

Other _____

Subtotal _____

12. Miscellaneous

Toiletries _____

Barber _____

Laundry _____

Allowance, lunch _____

Subscriptions _____

Gifts _____

Cash _____

Other _____

Sub total _____

13. Other _____

14. Other _____

TOTAL EXPENSES _____

Budget Analysis

Monthly Payment	Existing Budget	Monthly Guideline Budget	Difference + or -	New Monthly Budget
1. Tithe				
2. Taxes				
Net Spendable Income/month				
3. Housing				
4. Food				
5. Automobile(s)				
6. Insurance				
7. Debts				
8. Entertainment				
9. Clothing				
10. Savings				
11. Medical				
12. Miscellaneous				
13. Other				
14. Other				
Total (Items 3-14)				

15. Unallocated Surplus Income				
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LAST BUT NOT LEAST: How am I doing?

You will need to be accountable to your financial mentor. The following ledgers will allow you to keep track of your spending. This will help not only in setting up a working budget, but maintaining one as well.

Keep the ledgers up to date and concise. You may find that you need to fill these in on a daily basis, and if that's what it takes, do it! We have a responsibility to the Lord for what he has given us.

CHECKBOOK LEDGER

[illegible]

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CASH LEDGER

[illegible]

Scriptural Principles for Review

There are literally hundreds of references concerning finances to be found throughout scripture. The down-to-earth financial principles set forth in the scriptures lay down the foundation that lead us along the path to financial freedom.

Below are some topical biblical references that may be reviewed by the Koinonia House resident and their financial mentor.

Debt

Psalm 37:21
Proverbs 22:7
Romans 13:8

Giving

Genesis 28:22
Proverbs 22:9
II Corinthians 9:7

Stewardship

Proverbs 27:12
Matthew 25:14-30
Luke 16:10-12

Attitude

Proverbs 16:2
Proverbs 19:1
Philippians 4:11-14
I Thessalonians 5:18
I Timothy 3:3

Resident – Forms

Resident's Covenant

*Jesus said to the people who believed in him
"You are truly my disciples if you keep obeying my
teachings.*

And you will know the truth, and the truth will set you free."

John 8: 31-32

I have made a covenant before God
to love, honor, and obey those in authority over me no matter what.
Rebellion is my enemy and the tool Satan uses to keep me from
pleasing God.

As a disciple of Jesus Christ, I am committed to die to self daily
and submit – which means voluntarily yield – to those in authority
over me,
trusting in God that He sent me to be part of Koinonia House®
ministry.

I trust in God that my Koinonia House® family really does know
what is best for me at this time in my life,
in order to prepare me for the future.

I will always be an ex-prisoner.
I am committed by God's grace to NEVER be an inmate again.

Resident's Signature

*Do nothing out of selfish ambition or vain conceit, but in
humility consider others better than your selves. Each of
you should look not only to your own interests, but also to
the interests of others.*

Your attitude should be the same as that of Christ Jesus."

Philippians 2:3-5

*If you have any encouragement from being united with
Christ,
if any comfort from his love, if any fellowship with the Spirit,
if any tenderness and compassion,
then make my joy complete by being like-minded,
having the same love, being one in spirit and purpose.
Do nothing out of selfish ambition or vain conceit,
but in humility consider others better than your selves.
Each of you should look not only look to your own interests,
but also to the interests of others.
Your attitude should be the same as that of Christ Jesus.”*
Philippians 2:1-5

*He said, “If you listen carefully to the voice of the LORD your
God,
and do what is right in his eyes,
if you pay attention to his commands,
and keep all his decrees,
I will not bring on you
any of the diseases I brought on the Egyptians,
for I am the LORD, who heals you.”*
Exodus 15:26

*Jesus said to the people who believed in him
“You are truly my disciples if you keep obeying my
teachings.
And you will know the truth, and the truth will set you free.”*
John 8: 31-32

Application for Resident Discipleship - Directions

We are excited that you have expressed interest in becoming a Koinonia House® resident! PLEASE READ ALL MATERIALS CAREFULLY BEFORE YOU FILL OUT THE ENCLOSED APPLICATION. The Resident Application process is lengthy, but worthwhile to determine if you are right for Koinonia House® and if Koinonia House® is right for you. Typically, this process takes three to six months, depending on individual circumstances. We have defined the process in the following steps.

Step One

Read the *Resident's Covenant* and attached documents from the *Resident Manual (Introduction, Statement of Faith, Non-Negotiable Rules and Biblical Rules)*. The *Resident's Covenant* gives an overview of the kind of program we have at Koinonia House®. **DO NOT SIGN ANY DOCUMENTS NOW.** Just be aware that if you are selected, agreement with the covenant and rules are a condition of your acceptance.

Step Two

If you feel you can agree to this covenant, please complete the Resident Discipleship Application form, doing your very best to give us as much information as possible. Mail your application to the address below. In addition to the application form, please obtain the following information:

- Letter of recommendation from chaplain
- Records released from institution (applicant must sign release form)
- Picture of applicant (may be sent to us from another source)
- 3 recommendations (persons not presently incarcerated, if possible)
- Testimony of applicant (how you became a Christian)

Step Three

When we have received the items requested in Step Two, our Selection Committee will review your application materials at its next meeting, and discuss whether or not to continue the process. They may have additional questions to ask through written correspondence, or will agree to have representatives from the committee come to your institution for a personal interview.

Step Four

Additional information gathered by correspondence and/or personal interview will also be reviewed by the entire Selection Committee at its next meeting. After all issues have been discussed, the committee will vote whether or not to recommend you to become a Koinonia House® disciple.

Step Five

If the Selection Committee recommends you, the Board of Directors and DRDs discuss your application at their next regularly scheduled meeting, and vote whether or not to extend an invitation to you. You will receive a letter informing you of the board's decision.

Step Six

If invited to become a Koinonia House® resident, you need to send a letter of acceptance to us. (the DRDs). Then we will make arrangements for your arrival, upon release from prison.

Application for Resident Discipleship

Instructions: Please print clearly. Complete the coversheets. Answer all *numbered* questions, as thoroughly as possible, on separate sheets of paper. Return your answers, along with this signed application to Koinonia House® National Ministries. PO Box 1415. Wheaton, IL 60187.

Name: _____
First Middle Last

Current Institution: _____
Name of Institution Address
City State Zip

IDOC Number: _____ Date present incarceration began: ____/____/____

Today's date: ____/____/____ Anticipated release date: ____/____/____

Last residence before incarceration, OR legal residence:

Address

City State Zip

Date of Birth: ____/____/____ Height: _____ Weight: _____

Social Security Number: ____/____/____

Race (Circle One): Black or African American, Hispanic, Latino or of Spanish Origin Asian
Native Hawaiian American Indian or Alaskan Native White

Driver's License Number: _____ State: _____ Is it Valid? ☐ Yes ☐ No

Do you speak English? ☐ Yes ☐ No Do you read / write English? ☐ Yes ☐ No

Length of present sentence: _____

Reason for present incarceration: _____

☐ Yes ☐ No Do you have any holds on you from any other jurisdiction, whether local, county, state, federal, or out of Illinois? This may include police, sheriff, courts, parole officers, or probation officers. If so, please list them and state if the hold requires you to report somewhere else following your present incarceration.

List ALL Previous Incarcerations:

Date	Offense	Sentence	Time Served	Institution

Educational Background:

Dates of Enrollment	Educational Institution (name and address)	Highest Year or Degree Completed

Work History (Please include current DOC or FBP position. List last employer first.):

Dates of Employment	Employer (Company Name, Supervisor, and Address)	Type of Work	Your Responsibilities	Reason for Leaving	Honors/Awards

Have you been tested for HIV? ☐ Yes ☐ No Results? _____

Have you been tested for Hepatitis C? ☐ Yes ☐ No Results? _____

Have you been tested for any other highly contagious or communicable disease? ☐ Yes ☐ No Results? _____

Do you smoke cigarettes? ☐ Yes ☐ No How long? _____

Are you now taking any medication? ☐ Yes ☐ No If yes, what? _____

Do you have any food/pet allergies? ☐ Yes ☐ No If yes, what? _____

Marital Status: (Circle One)

Single
Divorced

Married
Remarried

Widowed
Living common law

Separated

Name of Spouse		Spouse's Age
Address		
City	State	Zip
Spouse's Home Phone	Years Together / Years Married	Date of last contact with spouse
Have you or your spouse filed for divorce? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If you are divorced, or in the process of a divorce, what was the cause of the break-up?		

Are you presently in a romantic relationship (either emotionally or physically)? ☐ Yes ☐ No

Do you have children? ☐ Yes ☐ No

If yes, please provide the following information about your children:

First Name, Last Name	Age	Current Address

Please answer the following questions on separate sheets of paper, using detailed explanations.

1. Describe your relationship with your children.
2. List all unpaid debts, if any. Include alimony, child support, loans, inmate educational expense, court-ordered restitution payable to probation/parole departments or other agencies. Include amount owed, payment plan (schedule to pay), and current status (current, deferred or behind).
3. Is your present or any past incarceration and/or arrest drug or alcohol related? When did you last use drugs or alcohol?
4. Have you ever participated in any drug or alcohol treatment programs on an inpatient or outpatient basis?
5. Was your participation in treatment program(s) court mandated?
6. Did you comply and satisfactorily complete all and/or any of the treatment program recommendations?
7. Identify any support programs (such as "12-step") offered at your current institution. If offered, have you participated in any support programs during your current incarceration?
8. Have you had any positive drug or alcohol screens during your present incarceration?
9. Please identify all illegal drugs you have *tried*. (Also, please include legal drugs you have abused.)
10. What has been your longest period of not using any drug you cited above?
11. Have you or a blood relative ever had a severe emotional problem?

12. Have you ever been treated or hospitalized for mental illness? If yes, what was the nature of the illness and what type of treatment did you receive?
13. Have you ever had any psychotherapy or counseling in or out of prison? If yes, where were you treated?
14. What was the outcome? If medications were prescribed, please list them.
15. Have you ever been treated for depression or anxiety? If yes, how often and how does it affect you?
16. Have you ever thought about suicide? If yes, include how often you have had these thoughts.
17. Have you ever attempted suicide? If yes, include what method you used, when and what your reason was.
18. How would your cell-mate describe you?
19. Do you have any problems sleeping? Include how many hours you sleep per day.
20. What causes you to be angry?
21. How do you deal with your anger?
22. Please identify all of the following practices with which you have been involved and to what degree: Ouija board, palm reading, séances, horoscopes, Satan worship, fortune telling, witchcraft, divining, spell casting, occult based games, hypnotism, voodoo, tarot cards, other.
23. Do you have any tattoos? Describe and explain.
24. Please identify any gang affiliation you have had in the past or currently have. Please note any rank held and length of affiliation.
25. Have you ever viewed pornography? To what degree?
26. Have you ever been/are addicted to sex or pornography? To what degree?
27. Have you ever been interested in homosexuality?
28. Have you ever had a homosexual encounter, even experimentation? If yes, how many partners?
29. Have you ever been involved in a homosexual relationship(s)? If yes, how many partners?
30. Explain what gives you the certainty that God exists.
31. What does "faith" mean to you personally?
32. How did God become real to you?
33. Of all the things you know about the nature or character of God, what means most to you personally.
34. What do you find most difficult to understand about God?
35. Of all the teachings of Jesus Christ, what has come to be most significant in your life?
36. In what way does your relationship to God make your way of facing life any different?
37. Describe any biblical studies or correspondence courses you have pursued.
38. How do you see yourself fitting in with the program of Koinonia House® as described in the *Discipleship Covenant*?
39. Describe a recent time when scripture or Biblical teaching convicted your heart.
40. What character issues/unwise choices/addictions led you to your position in prison?
41. What are your long-term goals?
42. Describe the kind of person you hope to be at the end of your stay at Koinonia House®.
43. After reading the *Discipleship Covenant*, the *Non-Negotiable Rules*, and *Biblical Rules*, do you have any comments or questions about the information presented?
44. Describe your feelings about completing this application.
45. Is there anything else you would like to tell us that we did not ask you?

Please enclose your Christian testimony – a detailed story of how Jesus found you and what your life with Jesus is now like. Also refer to the cover sheet, Step Two, for other items required in order to process your application. This application WILL NOT be considered until it is complete, i.e. the Koinonia House® receives all requested documentation and materials.

Please provide three references: (Persons not presently incarcerated, if possible)

Name	Address	Phone
Name	Address	Phone
Name	Address	Phone

I hereby certify that the information provided on this application is true and accurate, to the best of my ability; that it is provided in confidence and that it will be used, in part, to determine my potential for admission to the Koinonia House®.

I understand that this application is not a guarantee of my admission. If accepted into the program and admitted to Koinonia House®, I agree to abide by the guidelines, policies and rules of Koinonia House® and to submit to the proper authority as exercised by the Discipleship and Resident Directors (DRDs) in the best interests of everyone in Koinonia House®.

Applicant's Signature Date	PRINT Applicant Name
-------------------------------	----------------------

Prison/Jail Counselor or Caseworker Signature Date	PRINT Name
---	------------

Chaplain or Christian Worker Signature Date	PRINT Name
--	------------

Daytime Phone	Evening Phone
---------------	---------------

Please return this application to the Discipleship and Resident Directors (DRDs) at the following address:
Koinonia House® National Ministries; PO Box 1415; Wheaton, IL 60187.

Statement of Faith

KOINONIA HOUSE® NATIONAL MINISTRIES has compiled the following statements as a testimony of the truths that bind all Christians in the Body of Christ, the Church.

1. We believe the Bible to be the inspired, infallible, and authoritative Word of God (*2 Timothy 3:16; 2 Peter 1:21*)
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit (*Duet. 6:4, Matthew 28:19, 1Cor. 8:5*)
3. We believe in the Deity of our Lord Jesus Christ, in His virgin birth, His sinless life, His atoning death on the cross, and His bodily resurrection from the grave. (*Col. 1:15; Phil 2:5-8; Matt. 1:18-25; 1 Peter 24-25; Luke 24: Hebrews 4:14-16*)
4. We believe that Jesus Christ ascended to the right hand of the Father, now rules as Head of His body, the Church, and will personally return in power and glory. (*Luke 24:33-43; John 20:24-29; 1 Cor. 15:3-8*)
5. We believe that the Church, composed of believers in Christ, proclaims the gospel of God's redemption, nurtures Christians in their life of faith, and cares for the needy. (*Acts 2:41, 15:13-17; Ephesians 1:3-6; 1 Cor. 12:12-13; Matthew 29:19-20; Acts 1:6-8; 1 Thess. 4:16-18*)
6. We believe that human beings in their natural state are lost and alienated from God. (*Gen. 1:26-27; Rom. 3:10, 23*)
7. We believe that reconciliation with God comes through personal faith in the person and work of Jesus Christ. (*John 3:3; John 3:16; Matthew 25:45; 2 Cor. 5:1*)
8. We believe in the present ministry of the Holy Spirit, by whose indwelling, a Christian is made spiritually alive and enabled to live a godly life. (*John 14:26; Rom. 8:14; Gal. 5:16, 22, 23*)
9. We believe in the resurrection of both those who believe in Jesus Christ, and those who are alienated from God. Those who believe have eternal life with Christ; those who are lost are separated forever from God. (*Rev. 20: Joel 3; Matt. 25; 2 Pet. 3:13; Rom. 14*)
10. We believe in the spiritual unity of believers in Christ.

I understand that my signature indicates my agreement with the above *Statement of Faith*.

(Resident Signature)

(Date)

(Witness)

(Date)

Resident Non-Negotiable Rules

The following lists items that are stated elsewhere in the manual, but are listed here for emphasis. Inmates applying to become residents at Koinonia House⁷ must be well aware of these non-negotiable rules and expect to abide by them before they can be approved to become a resident at a Koinonia House⁷.

1. Koinonia House[®] residents are committed to **keep the orientation schedule**.
2. Koinonia House[®] residents **do not smoke, use drugs or use alcohol**.
3. Koinonia House[®] residents **do not own or drive a car**.
4. Koinonia House[®] residents **do not date**, do not correspond, do not phone, do not allow themselves to be alone in the presence of a person of the opposite gender.
5. Koinonia House[®] residents **do not pierce or tattoo their body**; previous piercings remain empty of articles (for example: no earrings) and previous tattoos are not to be flaunted.
6. Koinonia House[®] residents **do not work at more than one job** at a time, and the hours of employment must be between 7:00am and 5:00pm. There may be some exceptions on Saturdays. **Absolutely no working on Sundays!**
7. Koinonia House[®] residents are committed to **eat dinner meals with their house-family** 5 out of 6 nights each week.
8. Koinonia House[®] residents are committed to **meet with each mentor** at least once each week.
9. Koinonia House[®] residents **do not go back to their old neighborhood** without prearranged protective planning, including ministry supervision.
10. Koinonia House[®] residents **do not have visitation with any family members** without a prearranged protective setting, including ministry supervision.
11. Koinonia House[®] residents **do not argue** about keeping these non-negotiable rules.

These non-negotiable rules must be strictly enforced in love by the DRDs. While recognizing that each resident is a unique individual, recognize that struggles in life are similar. Following these non-negotiable rules will keep residents from struggles that interfere with the goal of mature discipleship. PRACTICE MAKES PERMANENT

Koinonia House⁷ residents are committed to do what is right in the eyes of the Lord **AND** in the eyes of their DRDs. When in doubt, wait, ask, discuss, be sure. At first, you won't be making any decisions alone. In time, **you will learn how to know** you are making a godly decision every time.

I understand that my signature indicates my commitment to the above *Non-Negotiable Rules*.

(Resident Signature)

(Date)

(Witness)

(Date)

Financial Arrangements

The Program Fee per resident per month is \$425. This fee provides for basic needs like food, clothing, toiletries, teaching materials, etc. After orientation, you are responsible for paying a portion of this cost. Your portion of this fee is \$215 per month and it is waived during the orientation period -- the first 90 to 120 days of your stay. The ministry will also provide the following:

- Private furnished room
- Bed linens, towels, and wash cloths
- Bathroom facilities shared with other residents
- Use of the kitchen, recreation room, and common living area
- Welcome box (personal toiletries, etc.)
- Laundry facilities.

As a part of your discipleship, your financial mentor will help you set up a budget and teach you biblical principles of stewardship (managing the resources God has provided). Accountability to both of your mentors regarding the use of your money should be expected. Please do not treat this as an intrusion, but an important part of your discipleship.

Your financial mentor will help you arrange to pay off outstanding fines and restitution, personal and family needs, and other necessities, after you have begun working.

The way you handle your money reflects clearly the way you handle your life and your relationships.

As a part of the *Resident Manual*, I have read and agree to the above stated *Financial Arrangements* indicated by my signature below.

(Resident Signature)

(Date)

(Witness)

(Date)

Personal Belongings Waiver

I, _____, understand and agree that I am responsible for my personal belongings, and consequently, I will in no way hold Koinonia House® or its Discipleship & Resident Directors (DRDs) responsible for damage, misplacement, loss or theft of my belongings.

I also understand and agree that should I voluntarily leave, the Discipleship & Resident Directors (DRDs) of Koinonia House® can assume that I have abandoned my belongings. In such case, the Discipleship & Resident Directors (DRDs) will make arrangements for the person(s) I have designated on this form to take possession of my belongings and remove them from Koinonia House⁷.

I further understand and agree that if no one takes possession of and removes my belongings after 30 days of my leaving Koinonia House®, these belongings then become the property of Koinonia House® and may be disposed of as the Discipleship & Resident Directors (DRDs) determine.

Name, address, and telephone number of the person(s) designated to take possession of and remove my personal belongings should I voluntarily leave Koinonia House⁷: (If needed, use reverse side of this form for additional information.)

Name(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

Work Phone: _____

As a part of the *Resident Manual*, I have read and agree to the above *Personal Belongings Waiver*, as indicated by my signature below.

(Resident Signature)

(Date)

(Witness)

(Date)

Personal belongings of the above named resident have been removed from Koinonia House®, and possession has been transferred to the person(s) named on this form, as indicated by the signature below.

(Person(s) Taking Possession of Belongings)

(Date)

Waiver of Liability

I, _____, do not hold Koinonia House[®], any of their staff members or officers liable for any injury, loss, or damage that may occur to me or my property while I am on the premises of Koinonia House[®] or on any activity (approved, authorized, or otherwise) with and in the name of Koinonia House[®].

Furthermore, I do not hold Koinonia House[®] liable for any medical expenses incurred while I am a resident at Koinonia House[®].

As a part of the *Resident Manual*, I have read and agree to the above *Waiver of Liability*, indicated by my signature below.

(Resident Signature)

(Date)

(Witness) (Date)

New Male Resident Needs List

RESIDENTS NAME: _____

Below is a list of items to be donated for the new resident. Underclothing should be new, while outer clothing may be new or used items in good condition. The size needed is indicated next to each item.

Shirt Casual: S / M / L / XL / 2XL Dress: Neck _____ Arm Length _____

Pants (Dress _____ / Casual _____) Length _____ Waist _____ Belt _____

Suit/Sport Jacket _____ Ties _____

Outerwear: Dress Coat _____ Casual Jacket _____

Shoes: Dress _____ Sneakers _____ Work Boot _____ House slippers _____

Work Clothes: _____

Underclothes:

Briefs: Size: S / M / L / XL / 2XL

T-shirts: Size: S / M / L / XL / 2XL

Dress Socks: Ankle / Mid-calf / Knee High Color: Black / Blue / Assorted

Athletic Socks: Mid-calf / Tube

Other: _____

Toiletries: (please list preferred brands)

Toothpaste _____ Deodorant _____ Shaving Cream _____

Shaving Needs (Blades, etc.) _____

Favorites:

Color: _____

Foods: Meat/Entrée _____ Vegetable _____ Fruit _____

Dessert _____ Snacks _____

Any food allergies: _____

Bible Verse: _____

May God be with you until we meet together in fellowship at Koinonia House.

New Female Resident Needs List

RESIDENTS NAME: _____

Below is a list of items to be donated for the new resident. Underclothing should be new, while outer clothing may be new or used items in good condition. The size needed is indicated next to each item.

Shirt Size _____ Tee Shirt _____

Pants (Dress _____ / Casual _____) Jeans _____

Dress Size _____ Skirt Size _____

Coat Size _____

Shoes: Heels _____ Flats _____ Sneakers _____ House slippers _____

Underclothes:

Panties _____

Bra _____

Nylons _____

Socks _____

Slips _____

Other:

Toiletries: (please list preferred brands)

Toothpaste _____ Deodorant _____ Shaving Gel _____

Hair Needs (brush, comb, barretts, perms, dyes) _____

Personal Hygiene (Tampons, Kotex, Light Day Pads) _____

Favorites:

Color _____

Foods: Meat/Entrée _____ Vegetable _____ Fruit _____

Dessert _____ Snacks _____

Any food allergies: _____

Bible Verse: _____

May God be with you until we meet together in fellowship at Koinonia House.

Resident Evaluation
Short Form
Orientation Period Evaluation

Resident's Name: _____

Key Areas to evaluate (rate on a 5-point scale with 1 low and 5 high):

- **Heart/Attitude** _____: Does the resident show a submissive spirit? How? Is he/she humble? Does he/she grumble before or while completing most tasks?
- **Service** _____: Does the resident demonstrate a desire to willingly help out at the house and at church?
- **Spiritual** _____: Has the resident shown spiritual growth during this period? Does he/she actively participate in House Bible teaching times? Does he/she join in prayer with mentors and others?
- **Honesty** _____: Have there been evidences of lying? Has he/she honored the covenant?
- **Relational** _____: How does the resident treat/work with other house members? How well has the resident assimilated into his/her church body?
- **Body Life** _____: How has the resident participated at church? What kind of feedback has come from host families? Is he/she eager to participate in church functions?
- **Financial Stewardship** _____: Has the resident willingly worked with his/her mentor to set up a budget? Is he/she giving to his/her church body? Is he/she controlling his/her materialistic impulses? How has he/she shown restraint in financial spending?
- **Commitment** _____: Does the resident verbally and behaviorally demonstrate a desire to continue in the program? Is his/her word good?
- One thing the resident needs to continue: _____
- One thing the resident needs to stop: _____
- One thing the resident needs to start: _____

Recommendation: Continue residency Leave house Extend probation

Next Steps: _____

Employment: characteristics suitable for the resident; possibilities, etc.

Others: _____

Resident Evaluation Long Form

EVALUATION of the ORIENTATION PHASE

DATE

Resident's Name

Koinonia House⁷ Name

Following is a list of key life areas which are important for the mature growth of disciples of Jesus Christ. On a scale of 1 to 5, evaluate the Koinonia House[®] resident named above. (Circle the appropriate number) Wherever possible give an incident or experience that supports your evaluation.

We recognize an evaluator may have limited familiarity with an area listed below. In such cases please circle "no opportunity to observe".

NOTE: Some areas have been reversed (from positive to negative). This is to prevent quick uniformity of responses. When tabulating these areas, the scale (1-5) needs to be reversed.

SECTION I. PERSONAL ATTITUDES

	Strongly Agree	Agree	Not Agree Or Disagree	Disagree	Strongly Disagree	No Opportunity To Observe
A HONESTY						
The Resident Covenant has been honored	1	2	3	4	5	00
There have been incidents of lying.	1	2	3	4	5	00
B PURITY						
Substance abuse is not a problem	1	2	3	4	5	00
The resident selects questionable erotic media	1	2	3	4	5	00
There is evidence of impure sexual reactions	1	2	3	4	5	00
Has avoided tempting circumstances and places	1	2	3	4	5	00
C HEART ATTITUDE						
The resident shows a	1	2	3	4	5	00

submissive spirit						
The resident is quick to forgive	1	2	3	4	5	00
The resident is typically patient	1	2	3	4	5	00
Moderation characterizes the resident's choices	1	2	3	4	5	00
The resident is generally joyful	1	2	3	4	5	00
The resident shows spiritual growth	1	2	3	4	5	00

SECTION II. HOUSE PARTICIPATION

The resident is a willing helper with house tasks	1	2	3	4	5	00
The resident displays a pattern of complaining	1	2	3	4	5	00
The resident actively participates in house Bible teaching times	1	2	3	4	5	00

SECTION III: LIFE SKILLS

The resident is punctual	1	2	3	4	5	00
The resident possesses approved speech patterns	1	2	3	4	5	00
Sometimes there are problems with personal Hygiene	1	2	3	4	5	00
The resident's room is neat, orderly, and shows care	1	2	3	4	5	00
The resident's dress is appropriate for the occasion	1	2	3	4	5	00
The resident honors promises and keeps commitments	1	2	3	4	5	00

SECTION IV: RELATIONSHIPS

A HOUSE RELATIONSHIPS

The resident is quick to support the needs of others	1	2	3	4	5	00
Conflicts with other house residents persist	1	2	3	4	5	00
The resident is a loner and does not choose to mix with others unless required to do so	1	2	3	4	5	00
The resident has developed close friendships in the house	1	2	3	4	5	00
The resident prays with others	1	2	3	4	5	00

in the house on a regular basis

B MENTOR RELATIONSHIPS

The relationship with the spiritual mentor is positive	1	2	3	4	5	00
The relationship with stewardship mentor is positive	1	2	3	4	5	00

C OTHER RELATIONSHIPS

The resident has begun to reconcile family relations	1	2	3	4	5	00
Family relations of the resident are strained	1	2	3	4	5	00
At this time family relations are disruptive for the resident's growth and development	1	2	3	4	5	00

SECTION V. CHURCH and COMMUNITY

The resident has demonstrated willingness to serve in the church	1	2	3	4	5	00
The resident fits in well with the church body	1	2	3	4	5	00
Positive feedback has come from host families	1	2	3	4	5	00
The resident is eager to participate in church events	1	2	3	4	5	00

SECTION VI. FINANCIAL STEWARDSHIP

Financial contributions are given to the church willingly and on a regular basis	1	2	3	4	5	00
The resident works effectively with stewardship mentor to set up and keep to a budget	1	2	3	4	5	00
Materialistic impulses to buy and spend are usually controlled	1	2	3	4	5	00
Restraint in general spending is shown	1	2	3	4	5	00

SECTION VII. COMMITMENT TO THE PROGRAM

The resident verbally demonstrates a desire to continue in the Koinonia	1	2	3	4	5	00
---	---	---	---	---	---	----

House[®] program

The resident behaviorally
demonstrates a desire to
continue in the Koinonia
House[®] program

1

2

3

4

5

00

SECTION VIII. EMPLOYMENT

1. Characteristics of employment suitable for the resident:

2. Employment possibilities:

SECTION IX. OPEN-ENDED COMMENTS

1. One thing the resident needs to continue:

2. One thing the resident needs to stop:

3. One thing the resident needs to start:

SECTION X. RECOMMENDATION

Continue Residency YES _____ NO _____

Leave Koinonia House® YES _____ NO _____

Extend Orientation Phase YES _____ NO _____

Names of Evaluators

Christian Neighbor Survey

This self-report survey should be given to the Christian Neighbor at the first 90 days, the first 180 days, one year, and upon graduating from participation in the post-prison ministry (PPM) discipleship program.

Please rate these statements using number one through five (1 to 5) where:

- 1** – means you strongly agree with the statement
- 2** – means you agree with the statement
- 3** – means you neither agree or disagree with the statement
- 4** – means you disagree with the statement
- 5** – means you strongly disagree with the statement

1. _____ I am / was completely willing to agree to the expectations made of me when I entered the PPM program.
2. _____ I was given ample understanding of what was expected of me before I entered the PPM program.
3. _____ I have received excellent instruction from the Primary, and other, Mentors on biblical standards of character.
4. _____ I have met with my Primary and Spiritual Mentors for spiritual matters regularly since joining the PPM program.
5. _____ I have met with my Financial Mentor for stewardship matters regularly since joining the PPM program.
6. _____ I have developed an excellent relationship with my mentor(s) which will help me grow in character.
7. _____ I have been accepted at a local church as one of its members.
8. _____ I have been able to make the initial transition from prison to the local church through the PPM program.
9. _____ I am able to see a future that will give me a successful transition back into society as a functioning citizen.
10. _____ I am pursuing or have obtained a job in which I can function to pay my rent and begin a modest savings.
11. _____ I am able to see a start on breaking the bad habits that originally brought me to prison.

- 12._____ I am able to forgive my family / friends for mistakes they made in my past that influenced my former lifestyle.
- 13._____ I see myself growing as a Christian.
- 14._____ I would recommend this PPM program to fellow Christian inmates if I were to see them again.
- 15._____ The PPM program has measured up to what I originally expected of it.
- 16._____ My Primary mentor models for me what I expect of a biblical Christian.
- 17._____ My Spiritual and Financial Mentors I have both model for me what I expect of a biblical Christian.
- 18._____ My adopting church fully supports me in all aspects of the work to become a true disciple of Christ.
- 19._____ My Pastor models for me what I expect of a Church leader.
- 20._____ My contacts with the PPM program leadership model for me what I expect for *Koinonia*, or fellowship of believers.
- 21._____ I am disappointed in what I have seen at times in my Primary Mentor's performance.
- 22._____ I have been disappointed in my Spiritual and Financial Mentors from time to time.
- 23._____ I have had to forgive people in my church for oversights in their dealings with me.
- 24._____ I have felt some prejudice towards me by some members of PPM program team.
- 25._____ I have felt some prejudice towards me by some members of my adopting church.

Please provide any comments you have on any aspect of this ministry on the back side of this sheet.



Section 5: Local Church

Local Church Collaboration Guidelines

The following minimal guidelines have been established as an aid to the collaboration between the sponsoring church and Koinonia House®. These guidelines should be used as a tool to welcome the Koinonia House® resident into your local church family.

1. Under the leadership of the spiritual mentor, form a ministry team. This is a KEY team and is very helpful to effectively minister to the brother or sister who is being released from prison.
2. Prepare the church for the arrival of the Koinonia House® resident.
 - Address what to do and what not to do.
 - Make a brief presentation to the congregation. This may be followed by a question and answer session.
3. The role of the spiritual and financial mentors is to give biblical guidance. Mentors should meet with the resident at least once a week. Residents are accountable to both mentors.
4. Arrange for individual church families to pick up the Koinonia House® resident on Sunday mornings. The family should invite the resident to a meal after the morning worship and then bring him/her back to church on Sunday evening. After the evening service, the family should bring the resident back to Koinonia House®. This is an entire day commitment for that family and a wonderful opportunity for the Koinonia House® resident to get to know the family (and vice versa). This is also a marvelous opportunity for the Koinonia House® resident to see how a Christian family functions. Presented here is a wonderful opportunity for many church families to have a personal involvement in their brother or sister's life in just one year.
5. Church members should be encouraged to write to the brother or sister while they are in prison. Don't send them telephone numbers, except the church number (they can only call collect). Don't send them money. If a member of the church would like to make a personal monetary contribution to the brother or sister, channel the contribution through Koinonia House®. This process involves the financial mentor, as well. The donor will receive a tax-deductible receipt for the gift.
6. The resident should meet with the church pastor at least once per quarter.
7. The financial investment of the local church is as follows: Upon release from prison, the church will provide the Koinonia House® resident new clothing. Please refer to the separate list Preparation for New Resident.

The financial investment for the first three months is categorized as follows:

<u>Items</u>	<u>Cost</u>
New clothes (as needed)	\$400.00
Program Fee (including food)	\$1,700.00
Phone calls & spending money*	\$260.00
Total	\$ 1,960.00(plus clothing)

*Phone calls = \$5.00 per week; spending money = \$10.00;
total per week = \$15.00 per week

8. After the first three months, the resident will begin searching for a job. Beginning with the fifth month, the resident will pay one-half of the \$425 program fees. They will be required to budget their own spending money with the assistance of their financial mentor. Therefore, beginning in the fifth month, the church will help the resident, through the ministry, with a portion of the program fee for at least one year (\$215.00 per month or \$2,600.00 per year). The church can expect to pay a total of \$4,500 at the end of the 15 months a resident is adopted.

9. Members of the church should donate articles of clothing and shoes they may not need prior to the resident's release from prison.

10. The Discipleship & Resident Directors (DRDs) and the spiritual mentor pick up the resident upon release from prison. Other church members are welcome to accompany them. Usually, the resident is taken out for a special meal (whatever their heart desires).

11. In collaboration with Koinonia House[®], the local church may arrange projects for the resident to occupy part of the day, between 10:00am and 3:00pm, during orientation period. Additionally, the resident will be involved in orientation, an intensive biblical and practical discipleship for a minimum of three (3) months. Therefore, he/she will not be working for wages at a regular job during this orientation period.

We at Koinonia House[®] are excited about our collaboration with your local church family. We love you and thank you for your full support. On behalf of the Koinonia House[®] Board of Directors, please accept our gratitude.

Local Church Hub

Adapting the Foundational Elements

The local church must be the hub of your post-prison ministry. If the local home-based ministry is not attached to a local church, or a collaboration of local churches, it should not be operating in this ministry. This ministry NEEDS to be attached to the local church and ingrained within the Christian community, let alone society in general, it is a matter of integrity.

Spiritual support without physical support will be a disaster

- Know your community
- What are the resources available to the poor and the homeless?
- What resources does your home church have?

Local church family options:

- Take turns providing dinner
- Take up a collection: clothing, personal articles, household items
- Transportation to church services, prayer meetings, etc.
- Provide childcare
- Pro-bono services (medical, legal, counseling & recovery)

Mentor Relationships

- Build friendships
- Biblical Discipleship – teach the Word, AND its practical application
- Opportunities to do volunteer work alongside other Christians

Build relationships in the community:

- Employers who will hire Christian ex-prisoners
- Stores that will donate food, clothing, etc

Working with Other Churches

- What resources do other local churches have?
- Only ONE body of Christ
- Find common ground – see the *Statement of Faith*

Need for prayer partners AND financial partners

- Prayer covering from people outside the "ministry team"
- 501c3 (for US churches) allows tax-deduction for donors

Guidelines for Mentors

As iron sharpens iron, so one man sharpens another. Proverbs 27:17

Purpose: To match a mature Christian (mentor) who is a member of a local church with a Christian inmate (mentee) who is about to be released from jail or prison and who has been invited to live at Koinonia House®.

Objective: To integrate the recently released Christian inmate (mentee) into the community through the local church.

Each resident at Koinonia House® is provided with two mentors. One mentor focuses on spiritual issues of the Christian life, and the other focuses on financial issues of the Christian life. It is through these relationships that the purpose and objective stated above are met.

Remember that this is a mutual relationship, although you have greater experience in living a Christian life. Casual interaction between mentor and mentee is as important as the times of more formal teaching. Interaction through leisure activities, at social functions or in your homes, will give your relationship depth. Your mentee needs to know that you care before he/she cares about what you know.

Mentor profiles for the Spiritual Mentor and the Financial Mentor are provided on separate sheets. Below are additional guidelines for being a mentor.

1. Be a friend. Write to this Christian brother or sister while he/she is still in prison. If possible, go and visit. You will probably be your mentee's first visitor ever. This way, you begin to get to know each other before your mentee is released. Stand ready to support your mentee as he/she is released. Love your mentee as Christ loves you.
2. Be a living example of what it means to be a Christian—in other words, **WALK YOUR TALK!** Show Christ in **YOU!** Be a role model to your mentee, having a congruent Christian walk in many different situations. Build a relationship with your mentee through social interactions as well as formal teaching sessions. Your mentee has probably never experienced a healthy, honest relationship with anyone on the outside (out of prison).
3. Meet once a week, for approximately 2 hours with your mentee for discipleship and Bible Study. You have the freedom to arrange your classes and topics. The goals are to:
 - a. Nourish each other in the Christian faith through the Word of God every time you meet; and
 - b. Build a friendship in Christ so that you will be able to trust each other and ultimately love each other as brothers or sisters in Christ!.

4. Be a contact person in your church (assist the church liaison person in accomplishing the following).
 - a. Arrange transportation to and from church for Sunday services as well as all activities and functions of the church.
 - b. Arrange your mentee's Sunday meal with a church family. It is helpful to avoid sending him/her with a different family each week. One solution is to choose two families a month with whom he can alternate every other week. The same ground tends to be covered with each new family, and we do not want your mentee to feel like a bouncing basketball. We want him/her to build genuine relationships, which happens with repeated contact over time.
5. Be sensitive. Your mentee needs to be gradually integrated into society. Treat your mentee with DIGNITY! Love your mentee but don't smother him/her. Treat your mentee as any other **new** believer.
6. Pray with and for your mentee regularly. Have him/her pray for you.
7. Ask the Lord for wisdom and discernment each time you meet together.
8. Help your mentee set short and long-range goals and objectives. Go over them once a week and monitor his/her progress.
9. The financial mentor assists your mentee with his monetary responsibilities. You can reinforce the proper use of money as opportunities arise.
10. *Don't give your mentee money.* If someone from the church wishes to give a monetary gift, ask the person to please forward it to Koinonia House® to be used for your mentee's personal needs. Other items (such as clothing) should also be distributed through Koinonia House⁷.
11. If possible, make some contacts for employment. After board approval that your mentee has successfully completed his orientation period (at least three months), he/she may begin employment.
12. Any trips out-of-town or retreats must be cleared first with the Discipleship & Resident Director (DRD) of Koinonia House®.
13. Don't ask, *Why did you go to prison?* Let your mentee tell you when he/she is ready, if he/she feels comfortable sharing this reason.
14. When in doubt, please call the Discipleship & Resident Director (DRD) or consult with your pastor.
15. We encourage both of you to keep a journal. This is a valuable tool in expressing your experiences during this mentorship. It is also valuable for measuring progress.

We at Koinonia House® thank you for accepting this challenge. We thank God for you and we believe that the Lord, in His sovereignty, has chosen you for this exciting ministry. We have no doubt that your life will be enriched and blessed as you mentor a brother or sister in Christ. You both will grow in the knowledge of His Son Jesus Christ and will become closer to His likeness. Thank you for being available, faithful, and obedient to the Lord's commandment. *Go and make disciples...teaching them to obey everything I commanded you.* (Matthew 28:19-20)

Spiritual Mentor Profile

Primary Function:

- To establish and maintain an on-going relationship with a resident of Koinonia House® and be a friend and living example of what it means to be a Christian
- To act as liaison for the resident within the church community and arrange Sunday meals with church families
- To assist the resident in fulfilling his/her spiritual goals for integration into the community
- To work in *koinonia* with the financial mentor

Reporting Relationship:

Spiritual Mentor reports to:

Pastor / Church Liaison and
Discipleship & Resident Director (DRD) of Koinonia House®

Areas of Responsibility:

- To maintain strict confidentiality of all information received from Koinonia House® staff and resident
- To provide fellowship for the resident in the form of leisure activity
- To make regularly scheduled, weekly visits with resident (approx 2 hours)
- To plan and implement weekly discipleship / Bible study lessons with the resident
- To pray with the resident regularly
- To assist the resident in setting short-term and long-term goals and objectives for integration
- To coordinate the resident's transportation to and from church for Sunday Services as well as all activities and functions of the church
- To be a listening support person for the resident
- To monitor resident's accountability for fulfilling goals and objectives
- To attend mentor meetings and training sessions
- To participate in quarterly team meetings with the resident, DRD, financial mentor and pastor (church liaison)
- To assist the DRD in identifying and handling potential problems or areas of difficulty in working with the resident

Qualifications

- a believing Christian
- an active disciple of Jesus Christ and student of the Scriptures
- an active member of a local church
- recommended by his/her pastor as a person of prudence
- agreement with Koinonia House® ministry vision (called to post-prison mentor ministry)
- agreement with Koinonia House® Statement of Faith
- sensitivity and basic knowledge regarding the needs of residents
- fully supported by spouse regarding ministry of mentoring
- approved by Koinonia House® staff

Financial Mentor Profile

Primary Function:

- To establish and maintain an on-going relationship with a resident of Koinonia House® and be a friend and living example of what it means to be a Christian
- To assist the resident in fulfilling his/her financial goals for integration into the community
- To work in *koinonia* with the spiritual mentor

Reporting Relationship:

Financial Mentor reports to:

Pastor / Church Liaison and
Discipleship & Resident Director (DRD) of Koinonia House®

Areas of Responsibility:

- To maintain strict confidentiality of all information received from Koinonia House® staff and resident
- To provide fellowship for the resident in the form of a regularly scheduled leisure activity
- To make regularly scheduled, weekly visits with resident (approx 2 hours)
- To plan and implement weekly financial / Bible study lessons with the resident
- To teach and implement Koinonia House® 's *Financial Freedom Plan*
- To pray with the resident regularly
- To help the resident identify potential weaknesses and/or temptations regarding finances, and God's ways to overcome them
- To assist the resident in setting short-term and long-term goals regarding financial issues (including, but not limited to: debt repayment, budget, savings account, checking account, credit, job preparation, job retention)
- To assist the resident in obtaining and managing a checking account and savings account
- To assist resident in obtaining and retaining a job (including, but not limited to: filling out applications, resume writing, skill and interest assessments, continuing education)
- To monitor the resident's accountability for fulfilling goals and objectives
- To monitor the resident's financial activities, such as spending, check register, etc.
- To attend mentor meetings and training sessions
- To participate in quarterly team meetings with resident, DRD, spiritual mentor and pastor (church liaison)
- To assist the DRD in identifying and handling potential problems or areas of difficulty in working with the resident

Qualifications

- a believing Christian
- an active disciple of Jesus Christ and student of the Scriptures
- experienced in practicing biblical stewardship
- an active member of a local church
- recommended by his/her pastor as a person of prudence
- agreement with Koinonia House® ministry vision (called to post-prison mentor ministry)
- agreement with Koinonia House® Statement of Faith
- sensitivity and basic knowledge regarding the needs of residents
- fully supported by spouse regarding ministry of mentoring
- approval by Koinonia House® staff

Guidelines for Host Families

Local Church Collaboration

Koinonia House® is a family-home-based ministry of biblical discipleship for Christians coming out of prison. Throughout their stay, residents strive to achieve a humble and righteous lifestyle and do so through study with the Discipleship and Resident Directors (DRDs), time spent with Mentors and by observing Christian host families.

In order to assist you and your family in hosting our Koinonia House resident, a few guidelines are provided below:

1. Be a friend. Love him/her as Christ loves you.
2. Treat the resident as you would any other member of your family. Share meals and kitchen responsibilities with him/her.
3. If you have a special activity planned, share it with the resident. He/she is not a celebrity; but a participating member of your family for the day.
4. Be a living example of what it means to be a Christian.
5. Be sensitive. The resident needs to build trust and friendship with us gradually.
6. Pray together and pray for the resident when he/she is not with you.
7. Call the resident by Friday to advise him/her of the time you will pick him/her up on Sunday. Attendance at both worship and adult education is encouraged.
8. Do not return the resident to the local Koinonia House before _____ pm and no later than 10:30pm, unless previously arranged (this is the DRDs' only day off).
9. Trips out of the local area must first be cleared with the Discipleship and Resident Directors at the local Koinonia House. Call them prior to making any arrangements. Leaving the state is a parole violation.
10. Do not give money to the resident. He/she has a Financial Mentor and is in the process of learning to make wise and responsible financial decisions. This is a discipline that must be learned. If you wish to make a donation to local home-based ministry and direct it to this resident's needs, such a donation would be welcomed. Please make arrangements through your church liaison, the resident's mentor, or the Discipleship and Resident Director (DRD) of the local home-based ministry directly.
11. Contact with others beyond your Church and the local Koinonia® House is to be monitored for the resident's benefit. Should the resident ask to make a telephone call while with your family, encourage him/her to wait until back at the House. Long Distance calls should not be permitted under any circumstances.
12. Do not agree to mail letters or deliver anything on behalf of the resident.

13. Do not offer or provide alcohol. Koinonia House® believes an example of abstinence is best for its residents. Your cooperation is appreciated.

14. Do not ask, "Why did you go to prison?" Allow the resident to share this information with you if he/she wishes.

If you have any questions or are in doubt about any issues, call one of the mentors or the church liaison. ENJOY your time with the resident and God Bless you for your commitment to this ministry. This is a wonderful opportunity for this resident to observe the functioning of Christian families at church, at home and in the community.

	[name]	[home phone]	[other numbers optional]
Church Liaison	_____	_____	_____
Spiritual Mentor	_____	_____	_____
Financial Mentor	_____	_____	_____

Local Church – Forms

Koinonia House® National Ministries (KHNM) & Post-Prison Ministry (PPM) Church / Ministry Relationship

The mission of Koinonia House® National Ministries (KHNM) is to equip and assist local Koinonia Houses®, the local church, and organizations or individuals attached to the local church, as they enable Christian inmates to go from prison to the local church, the workplace and society through biblical discipleship. Collaborating together will allow services, products and outreach to be introduced to a joint extended national field or regional network who will work as appropriate to transform lives.

Partnerships and collaborations can mean different things to ministries and people. Below is a working definition that will guide the development of a relationship with KHNM.

Partnership is defined as a relationship between ministries and people who share common aspirations, strive to achieve them together and do so in a spirit of brotherly love. By this definition, partnership involves making the partner an extension of each others ministry.

Partners are those groups of people who have a common mission/vision to transform inmates through the power and truth of Jesus Christ. Examples are churches, other para-church ministries, and small independent prison ministries.

Collaboration is the process of bringing together the knowledge, experience, resources and skills of multiple ministries/organizations to achieve a common goal more effectively than individual organizations/ministries performing their narrow tasks in a vacuum.

Collaborators are groups of people who might not share the same evangelistic / transformational discipleship vision -BUT play a key role in the overall process of working with the inmate in our ministry. Examples are Parole Officers, the DOC, companies hire ex-prisoners, transitional housing providers, schools, food banks, etc.

Collaborating Together Attributes

A successful relationship is based upon assessing the viability of potential collaborative arrangements. The table below provides several key attributes to guide the development of our ministry relationship.

Shared Vision	What has God invited us to do together?
Compatibility Expectations	What binds us together? What could tear us apart? How do we work together?
Responsibility	Who is responsible to make it work?
Intercultural Understanding	What cultural differences may help or hinder the relationship?
Mutual Trust	What gives us confidence in each other?
Meaningful Results	What difference will it really make in the work of the gospel? How do we measure results?
Documentation	How do we keep track of agreements, contributions, and outcomes?
Learning and Change	How do we handle changes, opportunities, and disappointments?

Name of PPM Church/Ministry: _____

Address: _____

Phone: _____

E-mail: _____

STATEMENT OF FAITH

THE PPM CHURCH / Ministry will provide its Statement of Faith and will be reviewed by Koinonia House® National Ministries (KHNМ) to insure consistency with the KHNМ Statement of Faith.

KHNМ will address any concerns regarding inconsistencies with integrity, respect, and expedience.

ACCEPTANCE IN RELATIONSHIPS

THE PPM CHURCH / Ministry needs to accept the Christian neighbor and their families as a part of its community. The church's culture must not see the mentee only as the object of its ministry efforts, but will enable the process to occur for the clients to become members of the church.

PPM CHURCH / Ministry LIAISON

THE PPM CHURCH / Ministry will designate and empower a coordinator (liaison) to represent the church and work with KHNМ as a point person who is familiar with the organization, operation, and culture of the MMATG.

PPM CHURCH LIAISON: _____
Primary phone number: _____
E-mail address: _____
Fax: _____

KHNМ will train, advise, inform, and aid the church liaison in the continued transformational process of the Christian neighbor, as an ongoing relationship with the church.

MENTORS

THE PPM CHURCH / Ministry will provide two mentors (spiritual and financial) for each Christian neighbor who attends its church. The mentors will establish an ongoing relationship with the Christian neighbor prior to his/her release from prison (when possible). They will enable discipleship to happen through accountability and modeling the right values, resulting in a "safe haven" for the Christian neighbor.

Spiritual Mentor: _____
Primary phone number: _____
E-mail address: _____
Fax: _____

Financial Mentor: _____
Primary phone number: _____

E-mail address: _____
Fax: _____

KHNM will facilitate the process of training and equipping the mentors. KHNM will regularly evaluate and support the mentors/Christian neighbor relationship, as well as track results.

CARE MINISTRY

THE PPM CHURCH / Ministry will provide a funded Care Ministry (or similar). A wide range of resources will be made available to help meet the Christian neighbor's needs, which includes providing housing, clothing, and food, providing transportation to/from church-related activities and discipleship times (during the first 9-12 months of the program), supporting essential appointments for Christian neighbor, support of transitional housing, referrals and help establishing meaningful employment (after the first 3 months of discipleship) and providing other resource needs as required.

KHNM will grow their networks of available care for Christian neighbors to further assist the PPM church.

OPPORTUNITIES TO SERVE

THE PPM CHURCH / Ministry will empower the Christian neighbor to serve within the church, specifically for the first 3 months of the discipleship program, and also thereafter

INFORMATION FLOW

THE PPM CHURCH / Ministry will actively participate in exchanging appropriate information with KHNM to better serve the Christian neighbor making transitions.

KHNM will share all necessary and appropriate information regarding Christian neighbor backgrounds, readiness for mentoring and discipleship, and assessments of continued growth to aid spiritual and financial mentors.

TRAINING SUPPORT

THE PPM CHURCH / Ministry will participate in essential training in collaboration with KHNM.

KHNM will provide training materials/support and focused seminars for mentors to help understand the Christian neighbor and the ex-prisoner.

The post-prison ministry church / ministry listed above agrees with and wishes to adhere to all the above expectations and wishes to collaborate with Koinonia House® National Ministries for the purpose of discipleship and mentoring for men and/or women transitioning from prison/jail to the local church, society, and the workplace.

Post Prison Ministry Church / Ministry

Signature: _____ **Date:** _____

(Print name): _____

Koinonia House® National Ministries Signature:

_____ **Date** _____

(Print name): _____

Koinonia House® National Ministries
PO BOX 1415, Wheaton, IL, 60187-1415. Phone 630-221-9930. Fax 630-221-9932.
E-mail: info@khnmm.net

Addendum #1

Collaborating Together Effectiveness Survey

Measurement is critical to the success of any relationship and is required for two purposes: (1) to assess whether the relationship is functioning as planned and (2) to determine if the outcomes, for which the relationship was formed, are being achieved

Success Measurement Questions	YES	NO
1. All members of the relationship organizations have a clear sense of what the collaboration is suppose to accomplish		
2. We can clearly explain the gap we fill in each others ministry		
3. The ministry is definitely getting the benefits it needs from this relationship		
4. We have clear mutual expectations about how to work together		
5. We know what is expected of our organization in this relationship		
6. Our relationship problems (if any) get resolved quickly		
7. It is easy to work together		
8. The collaborators respond quickly to our concerns		
9. We both follow the expectations fairly closely		
10. We make compromises to reach shared goals		
11. We work to develop our relationships separate from ministry activities		
12. We have a clear awareness of our collaborators interest and abilities		
13. We consult one another before making key decisions that affect the relationship (if applicable)		
14. We explore new opportunities together		
15. We are achieving the results we intended		
16. We are measuring real impact and not merely activities		
17. We both understand where we are going with the relationship in the future		
18. We know what to do better to meet our goals		
19. We have a sense of Joy in the Journey		
20. We pray and worship together (if applicable)		

Three Months Measurement Completed:

By: _____ **By:** _____

Six Months Measurement Completed:

By: _____ **By:** _____

PREPARATION FOR NEW RESIDENT CHECKLIST

(Local Church / Koinonia House® National Ministries Collaboration)

God bless you and your church for caring and getting involved in Koinonia House® ministry!

The Discipleship & Resident Directors (DRDs) will work with your church liaison for the new resident's needs and sizes. Please feel free to contact the DRDs or your church liaison, with questions or concerns regarding the following list.

Please remember that a gift of any kind should be cleared with the DRDs before any mention or promise is made to a resident. No monetary gifts whatsoever should be give directly to a resident.

- _____ Ask families to sign up to host resident on Sundays. Ask these families to begin to write to him/her.
- _____ Ask families to begin collecting clothes donations (most people coming out of prison have very little personal property upon their release.) DRDs will provide the man's sizes.
- _____ Ask someone to take him/her shopping to buy formal and casual clothing (refer to the *New Resident Needs Checklist*), wristwatch (not expensive, please), etc. Also purchase personal cosmetic needs -- shampoo, razors shaving cream, etc.
- _____ Ask someone to coordinate purchasing these items for the resident's room: pillows, comforter / blanket, towels, two sets of sheets and pillow cases, alarm clock, hanging door mirror. (refer to the *New Resident Needs Checklist*)
- _____ Ask someone to coordinate providing these items: clothes hamper, laundry basket, plastic clothes hangers, small waste paper can, and a desk lamp. (refer to the *New Resident Needs Checklist*)
- _____ Clean and paint room. Shampoo rug -- if necessary (again, talk with DRDs.)
- _____ Decorate the room -- make it homey!. Make a welcome sign, maybe have a welcome home party for him/her.
- _____ Ask someone to coordinate providing a book of stamps, pens, paper, envelopes, thank you cards.

DRDs: _____ Phone: _____

Church Liaison: _____ Phone: _____

NEW RESIDENT NEEDS CHECKLIST

(Local Church / Koinonia House® National Ministries Collaboration)

God Bless you and your church for caring and partnering with Koinonia House® National Ministries in the Meet Me At The Gate initiative program. This list is designed to help you prepare for your Released Christian Neighbor's arrival. Use it in conjunction with the *Local Church Collaboration Guidelines*.

Task Description		Complete
1	Collect clothing donations (most men have very little personal property upon release). Information on needs and sizes should be acquired through correspondence prior to release	
2	Upon arrival, plan to take "released prisoner" shopping for clothing or provide the following items: 6 sets of underwear, socks and t-shirts, and one set of Sunday dress clothes (for men: pants, suit/sport coat, shoes, shirt, tie) (for women: dress or blouse/skirt, hose, shoes)	
3	Purchase basic personal care items (shampoo, razors, shaving cream, deodorant etc.) Have available upon arrival.	
4	Purchase items for "released prisoner's" room: Bedding (2 sets of sheets, pillow cases, comforter) Alarm clock Radio Mirror Towels Laundry Hamper/basket Hangers Desk Lamp Trash Can Book of Stamps Pens Writing Paper Envelopes Thank you Cards	
5	Be sure residence/room is ready. (i.e. clean, neat, etc.)	
6	Furnish/decorate the residence/room – make it inviting and comfortable. Make a welcome sign and/or hang an inspirational poster on the wall.	
7	Be there to welcome and greet the "released prisoner" at residence/room upon arrival.	
8	Arrange for <i>Christian Neighbor Discipleship Corporate Covenant</i> signing with the re-entrant and other principle parties; make this a special event. Take the re-entrant to dinner to celebrate your new beginning together.	

SAMPLE LETTER

Date

Name of Institution

Name of Inmate, IDOC #

Address

Dear _____:

Congratulations! Welcome to the Koinonia House® of Wheaton. We are so glad that the Lord has brought you to us at this time in your life. During the next 15 months you will grow in the knowledge of our Lord & Savior Jesus Christ through a biblical discipleship program and through a "family-centered" atmosphere. As the scriptures say in Jeremiah 29:11-14:

"'For I know the plans that I have for you,' declares the LORD, 'plans for welfare and not for calamity to give you a future and a hope. 'Then you will call upon Me and come and pray to Me, and I will listen to you. 'You will seek Me and find Me when you search for Me with all your heart. 'I will be found by you,' declares the LORD, 'and I will restore your fortunes and will gather you from all the nations and from all the places where I have driven you,' declares the LORD, 'and I will bring you back to the place from where I sent you into exile.'"(NASB)

It is with this great assurance that we write this letter of acceptance. Please let us know if you are still interested in participating with our ministry. Once we have this information, we can go ahead and prepare your room and set up the "homecoming" welcome for you.

We are eager to move forward in our relationship with you and see the great plans that God has prepared for you. Please sign below and let us know of your decision as soon as possible.

Please be sure to read carefully and prayerfully the Christian Neighbor Resident Manual as well as the book, which we sent to you, "Christ's Call to Discipleship" by James Montgomery Boyce.

In Christ we remain,

Willie & Millie Martinez
Discipleship & Resident Director
Koinonia House® of Wheaton
A subsidiary of Koinonia House® National Ministries

I accept to come to KHW

Name of applicant

I do not accept to come to KHW

Name of applicant



Section 6: Selection Committee

Selection Committee Format

Choose members wisely: Christians only, characterized by spiritual maturity, compassion, and prudence. Also suggested are:

- Experience with Department of Corrections (DOC)
- Experience in prison ministry
- Spiritual gift of discernment
- Christian ex-prisoner (at least one)
- Pastor
- Board member
- Discipleship & Resident Directors (DRDs)

Processing the Resident Applications

As you begin to receive information from an applicant, set up an application file with the applicant's name and out-date on the tab. This allows you to follow the application process keeping out-dates in mind.

Put an application check list in the file, and mark those items you have received so that you can tell at a glance when an application file is complete.

Application materials should be shared between the DRDs and Selection committee members ONLY. Koinonia House® does have confidentiality guidelines, but we cannot guarantee confidentiality.

After a file is complete, the committee is ready to consider the applicant.

Send each committee member copies of ALL required materials - see checklist:

- Complete application, appropriately signed
- Testimony
- DOC records
- Recommendation letters
- Photo

Keep the originals of everything you receive from the applicant. DO NOT WRITE on the originals, if you can at all help it. Make yourself a copy to write on, using this for your own selection committee copy, and write your notes on that.

As you communicate with the applicant, you may have other letters, certificates, reports, etc. in the file. Use your own judgment as to what you think would be helpful for members to read. Some things do not have to be copied for everyone, but the information can be shared at a selection committee meeting.

There are many variables that effect how often mailings are sent to the selection committee and how often the committee meets, such as how many openings there are to fill, how many completed applications are ready to process, projected completion dates of current residents, projected outdate of applicants, etc. As

you gain experience handling applications, incorporating these variables into the committee procedures will become more obvious.

There are times when you may want to let the committee begin to consider an application before the file is complete, especially since DOC is changing their procedures for releasing records—some institutions will not send records until shortly before release. Very few Chaplains are allowed to write letters of recommendation any more. Therefore, the application check list (as well as the process) needs to be revised from time to time.

ALL APPLICATION MATERIALS SHOULD BE COLLECTED AND SHREDDED once the committee has made a determination about the applicant.

The selection committee in a Koinonia House® reports to the Board of Directors. The Board makes a final review and votes to approve an applicant. The vote must be either unanimous or only one descending vote.

After an applicant is approved for residency, mentors and the pastor / liaison of the sponsoring church may be given an opportunity to come to the house and read the applicant's file, if you feel it would be helpful to them. (Again, confidentiality guidelines would apply.) Do not give them written copies of any parts of the resident's file.

For more information, see the *Selecting the Residents* document.

Selecting the Residents

One of the more difficult parts of the Koinonia House® ministry is the selection of residents to participate in the program. Many persons about to be released from prison are very interested in coming to such a place, but it is difficult to select those who have the self-discipline to stay committed to the program during the necessary time of discipleship. The primary concern is not that the resident will become involved in criminal activity, but that the resident may decide to choose self independence without giving serious attention to the church, mentors, or the Discipleship and Resident Director. A prospective resident might have excellent intention and potential, but not the "heart" and the endurance to complete the Koinonia House® program.

Many of the Koinonia House® ministries will work with male residents since a large majority of prisoners are male. However, the number of women now incarcerated has dramatically increased, resulting in escalated need for ministry with female residents.

Only prison inmates are selected as Koinonia House® residents. The ministry is not available for those who are getting out of city or county jails. Those who are released from jail have usually been incarcerated for a relatively short time, often have more resources available to them after jail, and have had less time to prove themselves in their Christian walk.

Profile of a Potential Resident

In the early days of Koinonia House® ministry, prison chaplains identified most of the potential house residents, and they will possibly continue to be the main source of applicants. However, as Koinonia House® has become better known among the prison population, prisoners themselves are calling or writing to inquire about the ministry.

It is difficult to guarantee the success of a particular participant in the Koinonia House® program. However, the following qualities and characteristics increase the likelihood that a participant will function well in the program:

- Sincerity of Christian belief
- A teachable spirit
- Self-discipline
- A positive self-image
- A willingness to accept accountability
- Submissiveness to biblical guidelines for living
- Commitment to the Koinonia House® program

Unfortunately, some will not have the self-discipline to maintain the rigorous requirements of this program, but for those who do there are great rewards. At this point, one item should be clarified. In the initial stages of the establishment of the first Koinonia House®, opponents of the ministry expressed concern that

some prisoners might pretend to be Christians in order to have a place to stay after release. Experience has indicated this to be an unlikely occurrence.

Factors Relating to Failure

Because Koinonia House® ministry deals with ex-prisoners, there is always a chance that a resident will not last through the normal residency period and will not emerge as a model citizen. Some former residents of Koinonia House® have gone on to significant success. Many have successfully held jobs or gone on to college and have maintained contact with their churches and mentors after leaving Koinonia House®. However, some have left the House shortly after arriving, and a small number of those who left have subsequently gotten into trouble again. Additionally, a few who have completed the program have years later found themselves back in trouble.

It is tempting to look for immediate success in all residents, but it is unrealistic to make such judgments until several years have passed. Part of what Koinonia House® does is plant seeds. Even if a former resident does not stay with the sponsoring church or mentor, or continue in the direction toward which Koinonia House® has pointed, the seeds that have been planted may take root one year or five years later. The success or failure of this type of ministry cannot be measured primarily by immediate results.

Among the primary goals of Koinonia House® is the provision of opportunities for the resident to make positive and Christian choices. These opportunities for success exist in a context of strong encouragement and mentoring. While those directing and assisting the ministry must provide an environment for the residents' success, they cannot control the results. Whether a resident takes advantage of the opportunities given or not is ultimately up to the resident.

Identification of Possible Applicants

1. Collaboration with Prison Personnel

The Discipleship and Resident Director (DRD) of Koinonia House® is in regular and consistent contact with prison chaplains, especially those who demonstrate on-going concern about the prisoners in their care. Chaplains are able to identify potential candidates for Koinonia House® on the basis of active participation in activities of the prison chapel, and evidence of their faith through their actions while in prison.

The prison chaplain will recommend a potential candidate to Koinonia House®. An application and information packet is then sent to the chaplain for the candidate rather than directly to the prisoner. Koinonia House® sends materials directly to a prisoner or through a volunteer only if the chaplain at that prison does not wish to work with the Koinonia House® ministry.

2. Application for Residency

The application form for Koinonia House® is included in the Resident Forms section of this manual. The form is lengthy and includes questions that are deeply personal and perhaps embarrassing. The purpose of the personal questions is not to exclude applicants because of some failure, but to give the Selection Committee and the Koinonia House® Board of Directors the most complete picture possible of the applicant. Answering the questions also allows the applicant to demonstrate accountability for personal actions. It is important that the Koinonia House® Selection Committee and Board of Directors have complete information in order to make an informed decision on the application. Complete information also helps to determine areas that need further clarification with questions to be asked when the applicant is interviewed for admission by members of the Selection Committee.

A release form from the applicant is required. This release allows the Koinonia House® Board of Directors access to legal records. If the prisoner's offenses involve a sexual offense, arson, or homicide, the application for admission to Koinonia House® will probably be rejected. This reflects the fact that Koinonia House® is not equipped to undertake the counseling and therapy that may be required in such cases. The decision not to accept people convicted of these crimes have also been part of the agreement Koinonia House® has made with the communities in which the ministry is located.

3. Criteria for Selection

The following criteria are used by the Selection Committee in considering applicants for Koinonia House®:

- Genuine relationship to Christ
- Willingness to adhere to the biblical guidelines
- Genuine willingness and ability to change
- Willingness to accept authority
- Substance abuse history and modification
- Criminal history
- Offense served time for
- Chaplain's recommendation

As part of the application package a photo of the applicant and a questionnaire to be completed by the prison chaplain is required.

Selection Process

After the applicant submits the application form, it is reviewed by the Koinonia House® Selection Committee along with other submitted materials. The initial screening is based on the types of crimes for which the person was convicted. In a second screening, the application is forwarded to other committee members (who have experience in prison ministry and/or criminology and/or the corrections

field.) If the applicant is positively evaluated with the recommendation for an interview, these evaluators identify areas to be addressed during the interview and compose specific questions to be asked.

The next step in the process is the interview. The DRD and two members of the Selection Committee go to the prison to interview the prisoner. Based on this interview and the recommendation of the prison chaplain, the interviewers prepare a report explaining why they believe the applicant should or should not be considered as a resident. This report is then presented to the full Selection Committee.

The Selection Committee weighs all the gathered information and makes a recommendation to the Board of Directors. The Board has the final decision on acceptance of the applicant. For acceptance there must be no more than one negative vote from the Board of Directors. After a decision is made, the applicant is notified by mail of the Board's decision.

Pre-release Contact with Inmates

The person who is selected as a resident of Koinonia House® begins involvement with the ministry months before release from prison. During this time, the candidate is visited by the DRD, the spiritual mentor, and the pastor of the church with which the candidate will be affiliated after release.

While still in prison, the future Koinonia House® resident will start becoming familiar with the congregation to be joined on release from prison. Letters of introduction and encouragement come from members of the church, and the candidate listens to tapes of the church worship services. In addition, Koinonia House gives the candidate books to read for preparation for the studies to be undertaken with the Resident Manager. Devotional material, such as Table Talk, by R. C. Sproul, is published monthly and also may be available for the future resident.

Confidentiality

The policy of the Board is that information about candidates or residents of Koinonia House® is not revealed or discussed with those outside the organization. This is not a legal guarantee of confidentiality at all—just respectful conduct.

Protective & Risk Factor Assessment Tool

for Candidate Selection

Introduction:

The concept of risk and protective factors has been used to assess a variety of environments and recently has become an important part of the U.S. Department's "Best Practices" Toolbox. The premise behind defining the various parts of a community, as "risks" or "protective factors" is that of establishing a baseline of data that can serve as a way to measure change.

For example, when an offender is released from IDOC and in turn graduates from Koinonia House but then returns to a life of crime – is it fair to say that prison aftercare programs do not work? Not really, due to the fact that the offender had many factors in his life that contributed to his recidivism. It is fairer to assess all of the contributing factors on some pre-assigned basis even if it does not account for all possible scenarios.

A proven tool to determine if a school will do well in a particular neighborhood is to use risk & protective factors as evaluators. For example, what is the availability to drugs and/or weapons, is there local government (i.e. neighborhood association), signs of gang presence, media influences (i.e. billboards, flyers for stripe clubs, etc.), mobility of residents, signs of disorganization or economic deprivation.

The main point is that protective factors reduce the effects of someone's exposure to risk. All resident candidates have risk issues, but it is possible to predict to some degree how these factors will play out once they re-enter society.

Protective & Risk Factor Assessment for Candidates

Protective Factors	Risk Factors
Has maintained communication w/ family	Family history of on-going conflict
Acknowledges responsibility to children	Dismisses obligations as a father
Has long-term relationships / bonds to a community – multiple recommendations	Early & persistent antisocial behavior (before 18 years of age) – no or poor recommendations
Has demonstrated ability to abstain from ATOD – in or out of prison	Normalizes or justifies use of ATOD
Family history of non-use (or) completion of counseling for addiction	Family history of use/abuse of ATOD (or) early initiation to ATOD (before 16)
Completed High School /College/Skills Training – in or out of prison	High school drop-out/incomplete course work
Has a work history w/ references - in or out of prison	Never worked or maintained a job that can be documented
Responsible with finances – no or little debt	Heavy debts or denies responsibility (i.e. child support)
Volunteer/Community Service - in or out of prison	No hobbies, interests, memberships, etc.
No history of family or personal violence (no child or spouse abuse, suicide, assaults)	History of family or personal use of violence – in or out of prison
Limited criminal history - one to two convictions	Career criminal or multiple convictions for the same crime
Ability & willingness to express emotion (e.g. gratitude)	Unable to show emotion (e.g. no remorse)
Plans & Goals for the future	No vision of the future – lacks direction or blames others for lack of success
Agrees to Covenant & KH Policy	Disagrees with Covenant or KH Policy
Professes to be a Christian and has a desire to be taught from the Word of God	Unsure of Christian faith or need for God
Answers all questions on the application with sincerity	Not willing to complete application or gives vague/generic answers
Shows willingness to correspond with DRDs	Limited correspondence or has to be asked repeatedly to provide information

From Acceptance to Welcome Home

Approximate Timeline for Bringing New Residents Home to Koinonia House®

It is best to have the application process completed prior to when the Department of Corrections (DOC) starts their process for work release and other release paperwork, so that the necessary information can be communicated to the DOC in a timely fashion. Since this DOC paperwork is typically begun in the last year of incarceration, we have designated the ideal time for candidate acceptance as 18 months prior to scheduled release. Therefore, the following sample schedule begins at 18 months from release. If less time is available for evaluation and acceptance, the timeline should be adjusted to accomplish all the tasks and responsibilities prior to the new resident's release.

- 18 to 16 Mo. Discipleship and Resident Director (DRD) works to find a suitable supporting church for the accepted resident.
- 16 Mo. DRD selects the church liaison for the supporting church family.
DRD coordinates 1st visit with church Liaison and new resident.
Correspondence is started between the resident and the church liaison.
DRD starts correspondence Bible study and prayer support.
Subscription to "Table Talk" is sent to new resident.
- 16 to 14 Mo. DRD & church liaison select spiritual & financial mentors.
Correspondence is started with mentors.
- 14 Mo. Presentation is compiled and presented to the supporting church about the new resident to generate interest for 10 host families.
- 14 – 13 Mo. Host families are selected.
Correspondence is started with host families.
- 11 – 10 Mo. DRD arranges a 2nd visit to the prison for mentors, liaison, and selected host families for a Sunday worship in prison with the resident. (could be a seminar weekend).
Make sure the resident is sending thank you cards for the visits.
- 9 – 8 Mo. Contact the field service officer with Koinonia House parole plan.
Contact and meet with field services / parole officer etc.
Meetings with host families / mentors / liaison.
- 8 – 6 Mo. Send Resident Needs List to resident to fill out and return.
- 6 – 4 Mo. Develop arrival teams and schedules for release activities:
 - Gate Team DRD & mentor and/or any available host family.
 - Church Reception Team (First Sunday Reception).
 - KH Dinner Reception Party.

- 3 Mo. 3rd visit with DRD and Mentors/ Host families.
Thank you cards being sent by the DRD.
Make sure resident has a social security card. If not, send in proper paperwork for social security card.
Where appropriate, share items from the Resident Needs List with the supporting church community so that certain items might be donated.
- 2 Mo. Final plans for parole approved by Field Services -- meeting with Parole Agent concerning Koinonia House[®]. Determine whether electronic monitoring will be required. If so, request to have the movement schedule correspond to the Koinonia House[®] schedule for the first week and during the weekend with host families.
- 4 Weeks DRD 4th visit with mentors / host families.
Confirm parole plans with DOC Field Office for resident, including electronic monitoring, where applicable.
Thank you cards being sent by the church liaison or DRD.
- 2 Weeks Get parole plan from resident after Pre-Start has been completed in IDOC by resident.
Have any extra boxes shipped to if needed.
Send clothes to resident for release at the gate.
Send letter to resident with his first 72 hours schedule.
Thank you cards to everyone involved, sent by the resident.
- 1 Week Prepare resident room for arrival. Final reception plans completed and in order.
- GATE DAY DRD/ Mentor/ Host Families MEET AT THE GATE.
Breakfast with DRD/Mentors/Host Families.
Travel to Koinonia House[®].
Visit with the local board.
Prayer for Resident and lunch.
Parole Agent Check-in.
Koinonia House[®] Reception Dinner with Mentors/Liaison/Host Families.
Fellowship/ Prayer Time/ Thanksgiving.
- Day 2 Breakfast with Koinonia House[®] Family.
Shopping and getting to know area.
Meet with Mentors.
Host families welcome.

First Sunday All Church Reception

Selection Committee – Forms

Selection Team – Recommendation for Residency

Applicant Name: _____ Age: _____

Correctional Center: _____ Outdate: _____

Length of Current Incarceration: _____ Primary Conviction: _____
(state crime)

Has prior convictions/sentences? Yes No Explanation: _____
(circle one)

How did applicant learn about WKH? _____

Has the applicant ever applied before or been a previous resident? Yes No Explain: _____
(circle one)

Give a brief overview of application, correspondence, references and interview:

Describe family situation:

When did applicant become a Christian? _____
Provide highlights of testimony:

List the positive aspects / traits / qualities of this applicant:

List the negative aspects / traits / qualities of this applicant:

Outcome of Selection Team vote: ____ Yes ____ No ____ Abstain

Local Chaplain Inmate Evaluation Checklist

This document is used to assist the local Koinonia House® selection committee in evaluating a new applicant for residency.

Inmate name: _____
First Last Middle

IDOC # _____

	Strongly Disagree		Agree		Strongly Agree	
Faithfully attends Sunday service	1	2	3	4	5	N/A
Strong verbal interaction with Chaplain	1	2	3	4	5	N/A
Faithfully attends Small Group	1	2	3	4	5	N/A
Faithfully attends Bible Study	1	2	3	4	5	N/A
Active participant in Bible Study	1	2	3	4	5	N/A
Exhibits continued Spiritual Growth	1	2	3	4	5	N/A
Exhibits interest in the Word of God	1	2	3	4	5	N/A
Willing to share his testimony	1	2	3	4	5	N/A
Active Participant in Support Group	1	2	3	4	5	N/A
Applies the word of God in his life	1	2	3	4	5	N/A
Willing to share His Bible Knowledge	1	2	3	4	5	N/A

Additional Comments: (If necessary please attach additional sheet(s) of paper)

Chaplain Name: _____
(please print)

Signature: _____ Date: _____

NEW RESIDENT APPLICATION FILE CHECKLIST

Applicant Name _____

Pre-review process:

_____ Assigned to Selection Committee Member:

_____ Letter of response

_____ Application sent

_____ Program outline sent

The following items must be in the applicants file before it will be reviewed by the full Selection Committee:

_____ Full application signed by candidate, chaplain, & caseworker or counselor

_____ Letter of recommendation from chaplain (if possible)

_____ Records released from institution (if applicable; signed release form)

_____ Picture of candidate (if possible)

_____ 3 recommendations (persons not presently incarcerated, if possible)

_____ Testimony of candidate

_____ All correspondence

Selection Committee evaluation(s):

_____ Assigned to Selection Committee Member:

_____ Interview

_____ Interview report

_____ Decision of Committee indicated in file

_____ Letter of acceptance/denial



Section 7: Local Board

Job Description – Board Member

Overview:

The Koinonia House® board member serves as an unpaid volunteer on the Board of Directors in accordance with the organizational bylaws and constitution and in accordance with the law for not-for-profit organizations of the state of Illinois.

Service on the Board of Directors is a higher calling as this is a ministry focusing on the most neglected group in American society today – the ex-prisoner. Koinonia House® exists to equip others to meet the needs of Christian men and women coming out of prison. The board member is accountable to God, his fellow board members, the local Discipleship and Resident Directors (DRDs), and the constituents of this ministry (donors, volunteers, residents and Christian ex-offenders released from prison and living in the house).

Additionally, the board member is expected to have a high degree of integrity and to act responsibly in regard to keeping sensitive information confidential.

Qualifications

1. Ability to listen, analyze, think clearly and creatively and work well with people individually and in a group.
2. Willingness to prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, evaluate oneself.
3. Develop certain skills if you do not already possess them, such as cultivate and solicit funds, cultivate and recruit board members and other volunteers, read and understand financial statements, learn more about the substantive program area of the organizations (prison ministries, jurisprudence, criminal justice, penal system, criminology, social sciences, church functions, deeper Christian walk).
4. Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, concern for your nonprofit's development, a sense of humor.
5. Is a devoted Christian, fully committed to the tenets of our Lord and Savior, Jesus Christ. Be willing to be a **F-A-T** Christian – *faithful, available, and teachable*.

(The above was adapted from Board Building, Washington, DC: National Center for Nonprofit Boards, 1995.)

Duties and Expectations

Committees

Members are to actively participate in at least 1 committee. The work of the board is performed primarily in committees. Committees have various schedules and can and should be reviewed by board members, prior to commitment, in

order to ascertain the level of expected commitment. (See committee descriptions)

Meetings

Members are to attend monthly Board meetings. Notification of absence should be provided to the secretary no later than 24 hours in advance of the monthly meetings. Members who live out of town have the option of calling in on a conference call, which fills the requirement of meeting attendance. Typical board meetings include resident/house updates, committee reports, votes on motions, future planning etc. Review of notes, minutes, reports, agendas and any other related necessary documents is required prior to attending a board meeting.

Service

Members are expected to be involved in a direct way with the ongoing ministry. This should manifest itself in approximately 4 hours of contact outside of Board meetings.

Members are expected to assist with House Special Projects such as Open Houses, Newsletters, Holiday Events, Fundraisers, and Workdays etc. This is to increase the impact of this unique ministry on the board member's life.

Members will assist in covering the House when DRDs take time off. This involves house operations as well as activities with the residents.

Public Relations / Fundraising

Members are to participate in KH ministry promotion with local churches, businesses, prisons etc. Will also serve as advocate to own "home" church. An organization's primary link to the community and other outside resources is through the board. Clearly articulating the organization's mission, accomplishments, and goals to the public, as well as garnering support from important members of the community, are important elements of a comprehensive public relations strategy.

Leadership

Members are expected to serve as role models for the ministry. Each member become familiar with current policies of the ministry, the constitution and bylaws, and operational documents describing the working principles of the ministry model and strive to always uphold them.

Members will provide counsel and hold accountable the Discipleship and Resident Directors (DRDs).

Members are expected to communicate on a timely basis with responses no later than 36 hours after contact.

Members are to actively participate with the DRDs in an overall planning process and assist in the implementing of the plan's goals.

Fiduciary responsibility is critical to the ongoing stability of the organization and in maintaining accountability to donors. Assistance in developing an annual budget and ensuring that proper financial controls are in place are key.

Personal Growth

Members are expected to individually pursue disciplines of spiritual growth such as Bible study, prayer, fasting etc.

Legal Responsibilities

Under well-established principles of non-profit corporation law, a board member must meet certain standards of conduct and attention in carrying out his or her responsibilities to the organization. Several states have statutes adopting some variation of these duties, which would be used in court to determine whether a board member acted improperly. These standards are usually described as the duty of care, the duty of loyalty, and the duty of obedience.

Duty of Care

The duty of care describes the level of competence that is expected of a board member, and is commonly expressed as the duty of "care that an ordinarily prudent person would exercise in a like position and under similar circumstances". This means that a board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization.

Duty of Loyalty

The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization. This means that a board member can never use information obtained as a member for personal gain, but must act in the best interests of the organization.

Duty of Obedience

The duty of obedience requires board members to be faithful to the organization's mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public's trust that the organization will manage donated funds to fulfill the organization's mission.

(The above was taken from *The Legal Obligations of Nonprofit Boards: A Guidebook for Board Members*. Washington, DC: National Center for Nonprofit Boards, 1997.)

Board of Directors - Committee Descriptions

Fundraising

- Generates Fundraising ideas
- Maintains list of activities, locations, resources etc.
- Plans, implements and coordinates FR activities with DRDs
- Evaluates success of FR activities
- Keeps minutes of all meetings. Submits minutes to board secretary prior to next Board meeting.
- Provides monthly oral / written reports to Board

Finances

- Moderated by Treasurer
- Evaluates and prepares annual budget
- Oversees preparation of all financial reports. Coordinates and schedules annual Tax audit / review
- Continually reviews house finances and cost effectiveness strategies
- Keeps minutes of all meetings. Submits minutes to board secretary prior to next Board meeting.
- Provides monthly oral / written reports to Board

Selection

- Reviews completed applications
- Develops interview questions
- Coordinates and attends Prison Interviews
- Audits applicant database and applicant activities (performed by DRDs)
- Makes resident recommendations to Board
- Keeps minutes of all meetings. Submits minutes to board secretary prior to next Board meeting.
- Provides monthly oral / written reports to Board

Property

- Prepares and maintains operations checklist (includes activities such as annual sewer rodding)
- Oversees implementation of capital improvements and maintenance activities
- Authorizes all non-budgeted maintenance and improvement expenses
- Prepares annual capital improvement and maintenance budget. Submits to treasurer.
- Keeps minutes of all meetings. Submits minutes to board secretary prior to next Board meeting.
- Provides monthly oral / written reports to Board

Personnel

- Moderated by Chairperson
- Coordinates coverage of house activities when DRDs take time off
- Trains DRD substitutes
- Conducts performance evaluation of DRDs. Provides to KHNMM
- Keeps minutes of all meetings. Submits minutes to board secretary prior to next Board meeting.
- Provides monthly oral / written reports to Board

Executive Committee Job Descriptions

Elected officers for the local Koinonia House Board of Directors are to be Board Members in good standing and are expected to fulfill the duties of their elected officer in addition to the duties of the Board.

Chairperson

The Chairperson shall be the principal executive officer of the corporation and shall in general, supervise all of the business affairs of the corporation. The chairperson shall preside at all meetings of the board. He or she may sign, with the secretary, any deeds, mortgages, bonds, contracts or other instruments that the board authorizes to be executed, except in cases where the signing and execution thereof shall be expressly delegated. In general, the chairperson shall perform all duties incident to this office and such other duties as may be assigned by the board from time to time.

- Moderates Personnel Committee
- Serves as primary point of contact with DRDs
- Develops agenda with DRDs
- Moderates monthly meetings
- Provides Biblical leadership for DRDs and Board

Vice Chairman

The Vice Chairperson, in the absence of the Chairperson or in the event of the Chairperson's inability to act, shall perform the duties of the chairperson. The Vice Chairperson shall perform such other duties as from time to time may be assigned by the board.

- Serves as Chairperson in his/her absence
- Serves as Secretary in his/her absence
- Provides orientation for new Board Members
- Distributes Board Member Applications and Coordinates Interviews

The Secretary

The Secretary shall keep the minutes of all meetings of the Board of Trustees, shall be custodian of the corporate records, and of the seal of the corporation. The secretary shall see that all notices of meetings are duly given in accordance with the provisions of these by laws or as required by law, and shall keep a register of addresses of all members of the Board of Directors. The secretary shall keep attendance records of Board meetings, and in general perform all duties incident to the office of secretary, and other such duties as from time to time may be assigned by the Board.

- Maintains historical records of all meetings for the Board and all committees

The Treasurer

The Treasurer is responsible for all funds and securities of the corporation. He or she shall maintain or supervise the maintenance of an accounting system for the accounts of the corporation and shall ensure that all money received and disbursements made are properly recorded. The treasurer shall be responsible for giving receipts for the money due and paid to the corporation; and depositing all such money in the name of the corporation in such banks, trust companies, and other depositories as shall be selected and approved by the Board of Trustees.

- Provides financial reports monthly and annually, or as needed, of receipts and disbursements of the corporation to the Board of Trustees. If required by the Board, the treasurer shall be bonded for such sum and with surety or sureties as the Board may determine.
- Moderates Finance Committee

Local Board – Forms

BOARD MEMBERSHIP APPLICATION

(Please print or type)

Section 1: General Info

Date: _____

Business

Phone: _____

Name: _____

Mobile phone:

Address: _____

E-mail:

Date of Birth:

Home Phone: _____

Section 2: Tell Us About Yourself

(check all that apply)

Married: _____ Divorced: _____ Remarried: _____ Widowed: _____ Single:

Spouse Name (if married):

Children? Yes: _____ No: _____ Number: _____ Ages:

Current Employer: _____ Since:

OR Retired? Yes: _____ No: _____ Unemployed? Yes: _____ No:

Church Membership/Attendance:

Pastor's Name: _____ Phone:

Attend: Regularly _____ Occasionally: _____

Please list church involvement:

Have you ever visited a prison? Yes: _____ No: _____

How did you hear about Koinonia House® National Ministries (KHNH)?

Please attach a short personal bio and a testimony about your Christian walk.

Section 3: Board Experience

Do you serve on any other boards or community organizations now? List any:

What boards, committees, community involvement or other organizations have you served with before coming to Koinonia House® National Ministries? List any:

Do you currently serve on a KHNH subcommittee? Yes _____ No: _____

Why do you wish to serve on the KHNH board of trustees?

What special skills do you possess or areas of giftedness that you believe would be beneficial in your service with KHNM? Please list them:

Thank you for sharing this private information with KHNM. This form will be circulated to the Board Development Committee and to the full Board of Directors for their review.

SUBCOMMITTEE APPLICATION

(Please print or type)

Section 1: General Info

Date: _____

Business

Phone: _____

Name: _____

Mobile phone:

Address: _____

E-mail:

Date of Birth:

Home Phone: _____

Section 2: Tell Us About Yourself

(check all that apply)

Married: _____ Divorced: _____ Remarried: _____ Widowed: _____ Single:

Spouse Name (if married):

Children? Yes: _____ No: _____ Number: _____ Ages:

Current Employer: _____ Since:

OR Retired? Yes: _____ No: _____ Unemployed? Yes: _____ No:

Church Membership/Attendance:

Pastor's Name: _____ Phone:

Attend: Regularly _____ Occasionally: _____

Please list church involvement:

Have you ever visited a prison? Yes: _____ No: _____

How did you hear about Koinonia House® National Ministries (KHNМ)?

Please attach a short personal bio and a testimony about your Christian walk.

Section 3: Board Experience

Do you serve on any other boards or community organizations now? List any:

What boards, committees, community involvement or other organizations have you served with before coming to Koinonia House® National Ministries? List any:

Do you currently serve on a KHNМ subcommittee? Yes _____ No: _____

What Subcommittee are you interested in serving on at KHNМ? Why?

What special skills do you possess or areas of giftedness that you believe would be beneficial in your service with KHNM? Please list them:

Thank you for sharing this private information with KHNM. This form will be circulated to the Chairperson of the Subcommittee you have applied for and with appropriate KHNM personnel.

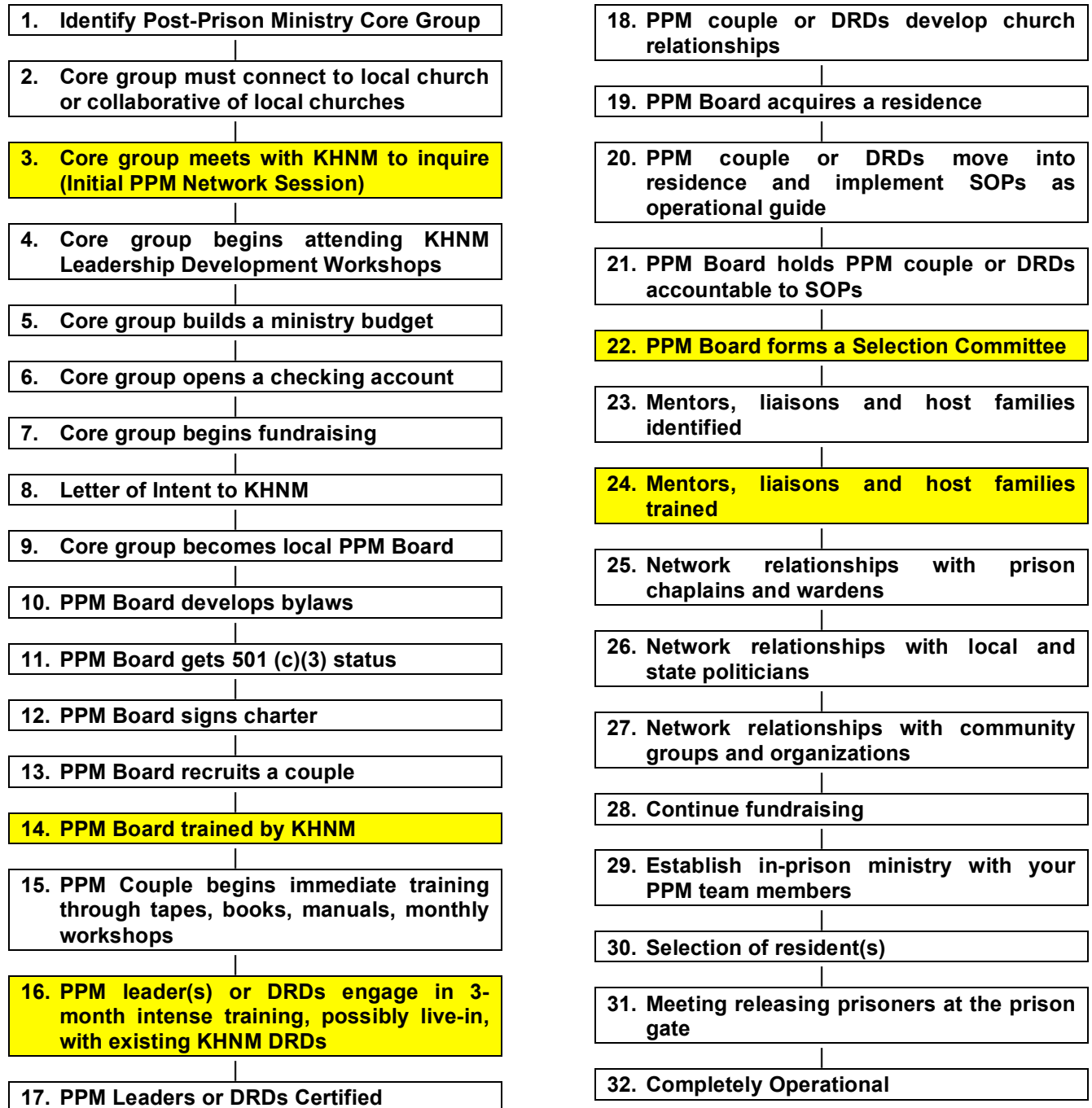


Section 8: Operational

Post-Prison Ministry Steps to Start Sequence

For the planning and implementation of a post-prison ministry home.

The following *Post-Prison Ministry Steps to Start* is a sequence of the events necessary in developing the Koinonia House National Ministries (KHNМ) family-home-based, ministry of biblical discipleship for Christians coming out of prison. Terms such as PPM (post prison ministry), DRD (Discipleship & Resident Director), SOPs (Standards of Performance) are used throughout this sequence. Some of the steps in the sequence (18, 20, 22, 25, 26, 27 & 28) should be done as early as possible in the process but no later than where inserted in the sequence.



Post-Prison Ministry Steps to Start

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The following *Post-Prison Ministry Steps to Start* is a sequence of the events necessary in developing the Koinonia House National Ministries (KHNМ) family-home-based ministry of biblical discipleship for Christians coming out of prison. Terms such as PPM (post prison ministry), DRD (Discipleship & Resident Director), SOPs (Standards of Performance) are used throughout this sequence. Some of the steps in the sequence (18, 20, 22, 25, 26, 27 & 28) should be done as early as possible in the process but no later than where inserted in the sequence.

1. Identify Post-Prison Ministry Core Group

Persons interested in developing a post-prison ministry (PPM) home assemble and seek the direction of the Holy Spirit.

2. Core group must connect to local church or collaborative of local churches

No PPM will be successful apart from a biblically healthy local church. The local church is called to “love their neighbor” with no distinction placed on that. The local church will be an essential partner in the success of a PPM. The PPM core group **MUST** be tied to one or more committed local churches – they should be part of the core group.

3. Core group meets with KHNМ to inquire (Initial PPM Network Session)

A point-person from the PPM core group contacts KHNМ to have an initial meeting of inquiry. KHNМ ministry team members will conduct an informal networking/training session.

4. Core group begins attending KHNМ Leadership Development Workshops

Members of the PPM core group will be encouraged to attend the 4th Saturday monthly seminars held at KHNМ headquarters – depending on proximity of core group to KHNМ.

5. Core group builds a ministry budget

KHNМ will provide to the core group a sample budget as a guide.

6. Core group opens a checking account

A separate checking account should be opened to begin to place and disperse funds that are raised as needed.

7. Core group begins fundraising

The PPM core group will need to begin to raise funds to support the efforts and work of the PPM team. Grants, direct mail appeals and individuals within the church are all avenues to obtain such funds. Advice on how to do this can be obtained from KHNМ.

8. Letter of Intent to KHNМ

If the core group plans to establish a post-prison ministry home under a KHNМ charter agreement, a letter of intent needs to be presented to KHNМ. A sample letter can be provided upon request.

9. Core group becomes local PPM Board

Core group develops a local PPM board. Whether under the umbrella of a governing church or intent on becoming a KHNМ charter, the core group must have a governing board of members who will work and have something to contribute in the areas of their personal wealth, wisdom and work. The PPM board will work hands-on to oversee ministry operations to completion.

10. PPM Board develops bylaws

Unless bylaws are already existent because the PPM Board is under one church, bylaws must be developed. Bylaws are basic governing principles for the PPM and KHNH can present examples and/or guidelines upon request.

11. PPM Board gets 501 (c)(3) status

Unless a PPM Board is under a church with 501(c)(3) status, the PPM Board will need to acquire this status. KHNH can provide direction in getting started in the process.

12. PPM Board signs charter

A charter between KHNH and the PPM Board will be signed at this point **IF** the PPM Board has decided to charter, based on their letter of intent (step #8). **At this point, the PPM Board becomes a Koinonia House Board.**

13. PPM Board recruits a couple

If the PPM Board has decided to either charter with KHNH or adopt the family-home-based KHNH ministry model, a man and wife couple should be identified to operate a PPM home for Christian ex-prisoners. This process may have already happened **IF** the couple were part of the core group. KHNH refers to this PPM couple as the *Discipleship & Resident Directors (DRDs)*.

14. PPM Board trained by KHNH

KHNH will conduct a formal initial board training designed to equip, assist and support the PPM Board in their endeavor to govern and operate a PPM. Training topics will include board governance, core foundational elements, SOPs, Resident Discipleship Manual overview, PPM/DRD Ministry Manual and other essential documents. The board will be the accountability measure for the PPM couple or DRDs.

15. PPM Couple begins immediate training through tapes, books, manuals, monthly workshops

A complete set of resident discipleship materials is made available to the PPM couple or DRDs. A fee of \$295 plus shipping for these materials will be charged.

16. PPM leader(s) or DRDs engage in 3-month intense training, possibly live-in, with existing KHNH DRDs

Batavia Koinonia House (BKH) is the residence for PPM leaders in training in Batavia, IL. It is required of KHNH DRDs and recommended for out-of-town PPM leaders to come for 3 months to BKH. For at least 4 days each week, PPM leaders in training will be dispatched to the Koinonia House® for on-the-job training. Training opportunities will include assisting the DRDs at the house in the day to day operations, biblical discipleship with residents, selection of residents, complete administrative operations and other workshops and sessions with mentors, liaisons, host families and other KHNH network affiliates. PPM/DRDs in training will provide respite care to the DRD couple at least twice during their training for a determined amount of time.

17. PPM Leaders or DRDs Certified

At the PPM leaders or DRDs **successful** end of the 3-month intensive training, certification will be issued to fully qualifying trainees. A mid-term and a final examination process will be administered to accurately assess understanding.

18. PPM couple or DRDs develop church relationships

This is part of the initial PPM network session, #3 in the Steps to Start.

The development of church relationships is vital to the PPM as different churches will adopt a resident and care for that person for a minimum 15 month program.

19. PPM Board acquires a residence

When the PPM Board has accomplished the steps prior to this one, it is time to find a residence for the PPM couple or DRDs and the Christian ex-prisoners to live in. In some cases, a church might have a parsonage or other property that can be developed for this ministry initiative. Zoning laws in communities across the USA vary and regardless of the law, neighbors are usually resistant to the idea of this type of ministry home on their street.

20. PPM couple or DRDs move into residence and implement SOPs as operational guide

Once a residence is established, a PPM couple or DRDs will move in and implement the Standards of Performance (SOP) tool to keep themselves accountable and help them operate the house and ministry.

21. PPM Board holds PPM couple or DRDs accountable to SOPs

The PPM Board shall appoint a board liaison to meet at a minimum monthly with the PPM couple or DRDs and to hold them accountable to the SOPs.

22. PPM Board forms a Selection Committee

The Selection Committee works together with the PPM couple or DRDs to select inmates prior to their release. A rigorous application process that KHNМ has developed must be utilized in selecting each resident. Proper training for the Selection Committee must occur prior to the selection of any residents. This training will be the responsibility of the PPM/DRD couple. The PPM/DRD couple will have received this training under Step #16 in the Steps to Start. KHNМ can be called on for advising if necessary.

23. Mentors, liaisons and host families identified

The PPM couple or DRDs, with PPM Board assistance shall begin to cultivate families of each resident's hosting church who will rotate the responsibility of hosting a resident on each Sunday after the morning service. This day serves as a "day off" or respite for the PPM couple or DRDs. Additionally, 1 church liaison and 2 mentors (financial and spiritual) will be identified from the same hosting church, trained and assigned to a resident.

24. Mentors, liaisons and host families trained

Training for mentors, liaisons and host families is crucial. KHNМ offers a support group setting in Carol Stream, IL for mentors on a monthly basis. For those who are not in close proximity, special arrangements for training must be made.

Churches that are providing mentors, liaisons and/or host families will still need to go through the process of identifying and training – even if the PPM has not adopted a family-home-based model.

25. Network relationships with prison officials

This is part of the initial PPM network session, #3 in the Steps to Start.

It is crucial to build relationships with the federal Bureau of Prisons (B.O.P.) and the Department of Corrections (D.O.C.) within your state. The prison officials are the folks on the inside that you want to get to know. Out-of-state inmates released on parole from state prisons **will not** be allowed to parole to a PPM in a different state due to the *Interstate Compact*, a D.O.C. agreement between states, which only allows such parole under specific circumstances; in most case your PPM will not meet those requirements.

In Illinois you can apply for *prison volunteer status* with the chaplains or with the prison volunteer coordinator. This is a special application process to facilitate resident interviews and in-prison ministry with more privilege than a *visitor* status. Keep in mind that you may **only** have one status or the other and that as a volunteer, you may not visit

those whom you may know in prison. Rather, you are going on official business. Check your state for rules and regulations about differences between visitor and volunteer status.

26. Network relationships with local and state politicians

This is part of the initial PPM network session, #3 in the Steps to Start.

Politicians can help you in your relationships within the correctional system. They can also be a voice for you in the community to support what you are doing in ministry. Seek to develop these relationships early.

27. Network relationships with community groups and organizations

This is part of the initial PPM network session, #3 in the Steps to Start.

People are very territorial and like to be “in the know” about what is going on inside of their community. Establishing relationships and or collaborative with community groups and civic organizations will help your credibility because you are demonstrating that you want to work together with the people and groups in of your community to reverse the cycle of crime. Be inclusive.

28. Continue fundraising

Fundraising is a key variable that will continue throughout the life of your ministry. Be intentional and make every encounter with people count. Work toward “people raising” for God’s glory and believe that you are **providing an opportunity** for people to invest, to partner with you in serving the most neglected population within the body of Christ.

29. Establish in-prison ministry with your PPM team members

Establishing yourselves visibly within the prisons of your state is crucial. In-prison ministry functions are crucial to post-prison ministry because it is through these functions that relationships begin and inmates become aware of your existence and the fact that there is **real** hope for them offered by people willing to invest in helping them to live differently once outside of those prison walls.

30. Selection of resident(s)

The process of selecting a resident is a joint effort between the PPM couple or DRDs (who are on the Selection Committee) and the rest of the members of the committee. After all of the prior steps have been achieved, you are now ready to select your first resident.

31. Meeting releasing prisoners at the prison gate

The physical act of meeting a releasing inmate at the gate is what the ministry is all about. This gesture not only meets the very basic and tangible needs of the inmate upon his/her release, it is symbolic of the new beginning or the new gate that this person is at for the next phase in their life. This is their first few moments of freedom tasted and you are privileged to be a part of it with them and help them shape their values as they learn to accept being an ex-convict but **never** be an inmate again.

32. Completely Operational

Upon completion of all prior steps, the PPM is now completely operational.

Letter of Intent

Date _____

By this LETTER OF INTENT we (named below) commit to honor and glorify God through the process of developing a local Koinonia House® ministry in _____.

The general location of such a house has been identified and a start up committee has been formed of church members in area churches. Additional volunteers are regularly praying for the training, fund-raising and other steps to establish a Koinonia House®.

We are now ready to request the scheduling of a one-day training workshop to be provided by Koinonia House® National Ministries, and have designated _____ as our start up committee contact person.

Signed:

Committee Member:

Committee Member:

Signature

Signature

Print Name

Print Name

Print Church Name

Print Church Name

Committee Member:

Committee Member:

Signature

Signature

Print Name

Print Name

Print Church Name

Print Church Name

Insurance for Koinonia House®

There are several types of Insurance that need to be investigated:

Ministry Related

- Ministry Insurance for Koinonia House® property and liability
- Workman's compensation
- Employment insurance (some states require this—it is paid to the state)
- Auto insurance for a ministry owned vehicle
- D & O – directors and officers insurance (liability against errors and omissions)

DRD Related

- Renters insurance for DRD personal property
- Medical insurance

Resident Related

- Residents usually do not have insurance for their personal property
- Medical coverage is whatever state/county programs are offered



Equipping the Church to love our Christian neighbors coming out of prison

Koinonia House® National Ministries (KHNM) & Post-Prison Ministry (PPM) Church / Ministry Relationship

The mission of Koinonia House® National Ministries (KHNM) is to equip and assist local Koinonia Houses®, the local church, and organizations or individuals attached to the local church, as they enable Christian inmates to go from prison to the local church, the workplace and society through biblical discipleship. Collaborating together will allow services, products and outreach to be introduced to a joint extended national field or regional network who will work as appropriate to transform lives.

Partnerships and collaborations can mean different things to ministries and people. Below is a working definition that will guide the development of a relationship with KHNM.

Partnership is defined as a relationship between ministries and people who share common aspirations, strive to achieve them together and do so in a spirit of brotherly love. By this definition, partnership involves making the partner an extension of each others ministry.

Partners are those groups of people who have a common mission/vision to transform inmates through the power and truth of Jesus Christ. Examples are churches, other para-church ministries, and small independent prison ministries.

Collaboration is the process of bringing together the knowledge, experience, resources and skills of multiple ministries/organizations to achieve a common goal more effectively than individual organizations/ministries performing their narrow tasks in a vacuum.

Collaborators are groups of people who might not share the same evangelistic / transformational discipleship vision -BUT play a key role in the overall process of working with the inmate in our ministry. Examples are Parole Officers, the DOC, companies hire ex-prisoners, transitional housing providers, schools, food banks, etc.

Collaborating Together Attributes

A successful relationship is based upon assessing the viability of potential collaborative arrangements. The table below provides several key attributes to guide the development of our ministry relationship.

Shared Vision	What has God invited us to do together?
Compatibility	What binds us together? What could tear us apart?
Expectations	How do we work together?
Responsibility	Who is responsible to make it work?
Intercultural Understanding	What cultural differences may help or hinder the relationship?
Mutual Trust	What gives us confidence in each other?
Meaningful Results	What difference will it really make in the work of the gospel? How do we measure results?
Documentation	How do we keep track of agreements, contributions, and outcomes?
Learning and Change	How do we handle changes, opportunities, and disappointments?

Name of PPM Church/Ministry: _____

Address: _____

Phone: _____

E-mail: _____

STATEMENT OF FAITH

THE PPM CHURCH / Ministry will provide its Statement of Faith and will be reviewed by Koinonia House® National Ministries (KHNM) to insure consistency with the KHNM Statement of Faith.

KHNM will address any concerns regarding inconsistencies with integrity, respect, and expedience.

ACCEPTANCE IN RELATIONSHIPS

THE PPM CHURCH / Ministry needs to accept the Christian neighbor and their families as a part of its community. The church's culture must not see the mentee only as the object of its ministry efforts, but will enable the process to occur for the clients to become members of the church.

PPM CHURCH / Ministry LIAISON

THE PPM CHURCH / Ministry will designate and empower a coordinator (liaison) to represent the church and work with KHNM as a point person who is familiar with the organization, operation, and culture of the MMATG.

PPM CHURCH LIAISON: _____

Primary phone number: _____

E-mail address: _____

Fax: _____

KHNM will train, advise, inform, and aid the church liaison in the continued transformational process of the Christian neighbor, as an ongoing relationship with the church.

MENTORS

THE PPM CHURCH / Ministry will provide two mentors (spiritual and financial) for each Christian neighbor who attends its church. The mentors will establish an ongoing relationship with the Christian neighbor prior to his/her release from prison (when possible). They will enable discipleship to happen through accountability and modeling the right values, resulting in a "safe haven" for the Christian neighbor.

Spiritual Mentor: _____

Primary phone number: _____
E-mail address: _____
Fax: _____

Financial Mentor: _____
Primary phone number: _____
E-mail address: _____
Fax: _____

KHNM will facilitate the process of training and equipping the mentors. KHNM will regularly evaluate and support the mentors/Christian neighbor relationship, as well as track results.

CARE MINISTRY

THE PPM CHURCH / Ministry will provide a funded Care Ministry (or similar). A wide range of resources will be made available to help meet the Christian neighbor's needs, which includes providing housing, clothing, and food, providing transportation to/from church-related activities and discipleship times (during the first 9-12 months of the program), supporting essential appointments for Christian neighbor, support of transitional housing, referrals and help establishing meaningful employment (after the first 3 months of discipleship) and providing other resource needs as required.

KHNM will grow their networks of available care for Christian neighbors to further assist the PPM church.

OPPORTUNITIES TO SERVE

THE PPM CHURCH / Ministry will empower the Christian neighbor to serve within the church, specifically for the first 3 months of the discipleship program, and also thereafter

INFORMATION FLOW

THE PPM CHURCH / Ministry will actively participate in exchanging appropriate information with KHNM to better serve the Christian neighbor making transitions.

KHNM will share all necessary and appropriate information regarding Christian neighbor backgrounds, readiness for mentoring and discipleship, and assessments of continued growth to aid spiritual and financial mentors.

TRAINING SUPPORT

THE PPM CHURCH / Ministry will participate in essential training in collaboration with KHNM.

KHNM will provide training materials/support and focused seminars for mentors to help understand the Christian neighbor and the ex-prisoner.

The post-prison ministry church / ministry listed above agrees with and wishes to adhere to all the above expectations and wishes to collaborate with Koinonia House[®] National Ministries for the purpose of discipleship and mentoring for men and/or women transitioning from prison/jail to the local church, society, and the workplace.

Post Prison Ministry Church / Ministry Signature:

_____ **Date:**

(Print name): _____

Koinonia House[®] National Ministries Signature:

_____ **Date** _____

(Print name): _____

Koinonia House® National Ministries
PO BOX 1415, Wheaton, IL, 60187-1417. Phone 630-221-9930. Fax 630-221-9932. E-mail: info@khnm.net
Addendum #1

KHNM Statement of Faith

KOINONIA HOUSE® NATIONAL MINISTRIES has compiled the following statements as a testimony of the truths that bind all Christians in the Body of Christ, the Church.

1. We believe the Bible to be the inspired, infallible, and authoritative Word of God (*2 Timothy 3:16; 2 Peter 1:21*)
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit (*Duet. 6:4, Matthew 28:19, 1 Cor. 8:5*)
3. We believe in the Deity of our Lord Jesus Christ, in His virgin birth, His sinless life, His atoning death on the cross, and His bodily resurrection from the grave. (*Col. 1:15; Phil 2:5-8; Matt. 1:18-25; 1 Peter 24-25; Luke 24: Hebrews 4:14-16*)
4. We believe that Jesus Christ ascended to the right hand of the Father, now rules as Head of His body, the Church, and will personally return in power and glory. (*Luke 24:33-43; John 20:24-29; 1 Cor. 15:3-8*)
5. We believe that the Church, composed of believers in Christ, proclaims the gospel of God's redemption, nurtures Christians in their life of faith, and cares for the needy. (*Acts 2:41, 15:13-17; Ephesians 1:3-6; 1 Cor. 12:12-13; Matthew 29:19-20; Acts 1:6-8; 1 Thess. 4:16-18*)
6. We believe that human beings in their natural state are lost and alienated from God. (*Gen. 1:26-27; Rom. 3:10, 23*)
7. We believe that reconciliation with God comes through personal faith in the person and work of Jesus Christ. (*John 3:3; John 3:16; Matthew 25:45; 2 Cor. 5:1*)
8. We believe in the present ministry of the Holy Spirit, by whose indwelling, a Christian is made spiritually alive and enabled to live a godly life. (*John 14:26; Rom. 8:14; Gal. 5:16, 22, 23*)
9. We believe in the resurrection of both those who believe in Jesus Christ, and those who are alienated from God. Those who believe have eternal

life with Christ; those who are lost are separated forever from God. (Rev. 20: Joel 3; Matt. 25; 2 Pet. 3:13; Rom. 14)

10. We believe in the spiritual unity of believers in Christ.

Addendum #2

Collaborating Together Effectiveness Survey

Measurement is critical to the success of any relationship and is required for two purposes: (1) to assess whether the relationship is functioning as planned and (2) to determine if the outcomes, for which the relationship was formed, are being achieved

Success Measurement Questions	YES	NO
1. All members of the relationship organizations have a clear sense of what the collaboration is suppose to accomplish		
2. We can clearly explain the gap we fill in each others ministry		
3. The ministry is definitely getting the benefits it needs from this relationship		
4. We have clear mutual expectations about how to work together		
5. We know what is expected of our organization in this relationship		
6. Our relationship problems (if any) get resolved quickly		
7. It is easy to work together		
8. The collaborators respond quickly to our concerns		
9. We both follow the expectations fairly closely		
10. We make compromises to reach shared goals		
11. We work to develop our relationships separate from ministry activities		
12. We have a clear awareness of our collaborators interest and abilities		
13. We consult one another before making key decisions that affect the relationship (if applicable)		
14. We explore new opportunities together		
15. We are achieving the results we intended		
16. We are measuring real impact and not merely activities		
17. We both understand where we are going with the relationship in the future		

18. We know what to do better to meet our goals		
19. We have a sense of Joy in the Journey		
20. We pray and worship together (if applicable)		

Three Months Measurement Completed:

By: _____ By: _____

Six Months Measurement Completed:

By: _____ By: _____

Average Costs, Budget and Needs

***Estimated Start-up Costs**

- | | |
|--|----------|
| • Down payment for house or renovation | \$30,000 |
| • Salary support raised (20K per DRD) | 30,000 |
| • First year ministry support raised | 40,000 |
| • Equipment/Furnishing needs | 15,000 |

<i>Total Start-up Costs</i>	<i>\$ 115,000</i>
-----------------------------	-------------------

***Estimated Annual Budget**

- | | |
|-----------------------------|--------------|
| • Salary for DRDs | 30,000 |
| • Benefits for DRDs | 10,000 |
| • Mortgage | 20,000 |
| • Utilities | 4,000 |
| • Maintenance | 2,500 |
| • Food | 7,000 |
| • Ministry/Office/Insurance | <u>6,500</u> |

<i>Total Annual Expenses</i>	<i>\$ 80,000</i>
------------------------------	------------------

Needs

- Core group of the right people
 - Burdened for post-prison ministry and discipleship
 - Diverse in church affiliation
 - Diverse in resource and position
- Discipleship & Resident Directors

- Couple or family
- Gifted in appropriate areas
- Passionate for people
- Appropriate residential location
 - Beneficial zoning codes
 - Sufficient network of people and churches
 - Suitable house

* These costs may vary considerably, depending on case-by-case circumstances.
This information is provided for the purpose of planning and projecting

Lease with the Option to Buy

Summary: An individual investor buys the property and leases it to the ministry with an option to buy, for a period of 3-5 years.

- The option cost is equal to the down payment, essentially requiring no out-of-pocket expense from the investor.
- The lease is equal to the mortgage payment plus insurance and taxes.
- The future purchase price is equal to the remaining mortgage.
- The ministry purchases the property after 3-5 years with its own mortgage.
- The ministry is responsible for the up-keep on the property.
- If the ministry failed, the investor has a cushion equal to the cost of the option when selling the property.
- The investor can depreciate the property for tax purposes.

Possibilities:

- The investor (in some states) could purchase the property through a land trust where the investor is the unknown beneficiary of the trust.
- Or, the ministry could buy an umbrella policy beyond the landlord's own rental policy, to help alleviate any concerns of liability.

CONSTITUTION AND BYLAWS (Sample)

KOINONIA HOUSE[®] _____, Inc. A Not-for-Profit Faith Ministry

Preamble

"Be joyful in hope, patient in affliction, faithful in prayer. Share with God's people who are in need. Practice hospitality." --Romans 12:13 (NIV)

Name

The name of this organization is Koinonia House[®] of _____, Inc. It is a private, not-for-profit faith ministry based in _____. Koinonia House[®] of _____ Inc., is recognized by the State of _____ as a not-for-profit religious organization and is governed by all the rights, privileges and limitations of the laws of the State of _____ that apply to such organizations. The words "Koinonia House[®]" may be used to designate this organization.

Vision

The vision of Koinonia House[®] is three-fold:

- To participate in breaking the cycle of crime;
- To reconcile and restore families of former inmates;
- To reflect the multi-cultural diversity of the body of Christ.

Purpose

The purpose of Koinonia House[®] is to create bridges enabling Christian inmates to go from prison to the local church through biblical discipleship.

Mission

The mission of Koinonia House[®] is to operate a home for former prison inmates who have committed their lives to Jesus Christ as Lord and Savior, and to provide them with assistance in re-establishing themselves as productive members of the church and society.

Governance

Koinonia House[®] shall be governed by a Board of Directors as specified in this constitution and bylaws.

Dissolution

Upon dissolution or final liquidation of the Koinonia House[®], the assets of the corporation remaining after payment of its obligations shall have been made or provided for, and which shall not be held upon condition requiring return, transfer or conveyance, which condition occurs by reasons of such dissolution or final liquidation, shall be transferred to an evangelical Christian organization designated by previous agreement or by three-fourths vote of the Board of Directors then in office if no previous agreement exists.

Statement of Faith

KOINONIA HOUSE® NATIONAL MINISTRIES has compiled the following statements as a testimony of the truths that bind all Christians in the Body of Christ, the Church.

1. We believe the Bible to be the inspired, infallible, and authoritative Word of God (*2 Timothy 3:16; 2 Peter 1:21*)
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit (*Duet. 6:4, Matthew 28:19, 1 Cor. 8:5*)
3. We believe in the Deity of our Lord Jesus Christ, in His virgin birth, His sinless life, His atoning death on the cross, and His bodily resurrection from the grave. (*Col. 1:15; Phil 2:5-8; Matt. 1:18-25; 1 Peter 24-25; Luke 24: Hebrews 4:14-16*)
4. We believe that Jesus Christ ascended to the right hand of the Father, now rules as Head of His body, the Church, and will personally return in power and glory. (*Luke 24:33-43; John 20:24-29; 1 Cor. 15:3-8*)
5. We believe that the Church, composed of believers in Christ, proclaims the gospel of God's redemption, nurtures Christians in their life of faith, and cares for the needy. (*Acts 2:41, 15:13-17; Ephesians 1:3-6; 1 Cor. 12:12-13; Matthew 29:19-20; Acts 1:6-8; 1 Thess. 4:16-18*)
6. We believe that human beings in their natural state are lost and alienated from God. (*Gen. 1:26-27; Rom. 3:10, 23*)
7. We believe that reconciliation with God comes through personal faith in the person and work of Jesus Christ. (*John 3:3; John 3:16; Matthew 25:45; 2 Cor. 5:1*)
8. We believe in the present ministry of the Holy Spirit, by whose indwelling, a Christian is made spiritually alive and enabled to live a godly life. (*John 14:26; Rom. 8:14; Gal. 5:16, 22, 23*)
9. We believe in the resurrection of both those who believe in Jesus Christ, and those who are alienated from God. Those who believe have eternal life with Christ; those who are lost are separated forever from God. (*Rev. 20: Joel 3; Matt. 25; 2 Pet. 3:13; Rom. 14*)
10. We believe in the spiritual unity of believers in Christ.

Board of Directors and Meetings

1. General Powers. The affairs of the corporation of Koinonia House® shall be governed by its Board of Directors.
2. The Board of Directors, all of whom shall serve without compensation, shall consist of evangelical Christians who are committed to helping residents of

Koinonia House® to re-establish themselves in their communities as productive members of society.

3. The Board of Directors shall consist of not fewer than five (5) people, nor more than eleven (11) people, and each shall be members in good standing of a local evangelical Christian church.
4. Members of the Board of Directors shall be in basic agreement with the doctrinal confession of faith of Koinonia House® and this Constitution and By Laws.
5. Members of the Board of Directors shall be elected by a majority vote of the Board. Vacancies of unexpired terms on the Board shall be filled by approval of a majority vote of the Board.
6. Members of the Board of Directors shall serve two-year terms of office, with elections to be held annually each fall at the November meeting, for terms to begin on January 1 of the ensuing year. Members may be re-elected to successive terms on the Board. A Nominating Committee shall provide a slate of board members at the October board meeting.
7. Any member of the Board of Directors may be removed from office upon the majority vote of the other Board members.
8. Regular Meetings. The Board of Directors shall meet at least quarterly, at a time and location to be designated prior to each meeting, with general Board consent. Additional meetings of the Board may be called by the Chairman through written or oral notice to all Board members; or by a majority vote of the members of the Board, also by written or oral notice to all Board members.
9. Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board. The act of a majority of the Board present at a meeting at which a quorum is present shall be the act of the Board, except where otherwise provided by law or this Constitution and By Laws.
10. Board of Advisors. A person who has expertise in a given area may be appointed to and serve on the Board of Advisors to provide additional support to the Board of Directors and to the Executive Director/Discipleship and Resident Director of Koinonia House®. Any such person must be approved by the Board of Directors, and shall serve an initial term of two years. Subsequent two-year terms may be approved by the Board of Directors. The Board of Advisors shall meet and conduct its business at the pleasure of the chairman of the Board of Directors. Individual Board of Advisors members may be consulted from time to time.

11. Admission of Candidates. The Board of Directors will determine the admission of candidates. Two negative votes will block the admission of a candidate.

Officers and Duties

1. Officers of the Board of Directors and this corporation shall be a) chairman, b) vice chairman, c) secretary, and d) treasurer, and such other officers as may be elected from time to time. Other officers shall be governed by a general job description for each office, as determined by the Board of Directors. Officers shall be elected to two-year terms each fall after the annual election of members of the Board of Directors, and shall begin their terms of office on January 1 of the ensuing year. The chairman and secretary shall be elected in even-numbered years, and the vice chairman and treasurer shall be elected in odd-numbered years.
2. An officer shall be eligible to serve no more than three consecutive two-year terms in any one office, including any portion of a term. This limitation may be waived by a two-thirds majority vote of the Board. No more than one office may be held by the same person, unless approved by a majority of the Board.
3. Duties of Officers
 - a. The Chairman shall be the principal executive officer of the corporation and shall in general supervise all of the business and affairs of the corporation. The chairman shall preside at all meetings of the Board. He or she may sign, with the secretary, any deeds, mortgages, bonds, contracts or other instruments that the Board authorizes to be executed, except in cases where the signing and execution thereof shall be expressly delegated. In general, the chairman shall perform all duties incident to this office and such other duties as may be assigned by the Board from time to time.
 - b. The Vice Chairman, in the absence of the chairman or in the event of the chairman's inability to act, shall perform the duties of the chairman. The vice chairman shall perform such other duties as from time to time may be assigned by the Board.
 - c. The Secretary shall keep the minutes of all meetings of the Board of Directors, shall be custodian of the corporate records and of the seal of the corporation, shall see that all notices of meetings are duly given in accordance with provisions of these bylaws or as required by law, shall keep a register of addresses of all members of the Board of Directors, shall keep attendance records of Board members at Board meetings,

and in general perform all duties incident to the office of secretary, and other duties as from time to time may be assigned by the Board.

- d. The Treasurer shall have charge and custody of, and be responsible for all funds and securities of the corporation. He or she shall maintain or supervise the maintenance of an accounting system for the general and special accounts of the corporation; shall oversee and record all money received and disbursements made on behalf of the corporation; give receipts for money due and paid to the corporation from any source whatsoever; shall deposit all such money in the name of the corporation in such banks, trust companies and other depositories as shall be selected and approved by the Board of Directors; shall sign all vouchers, checks and/or drafts for the payment of invoices and bills for materials and/or services authorized by the Board of Directors through its annual budget or as approved by the Board during the year, and shall perform all other duties as from time to time may be assigned by the Board.

All checks drawn on the corporation for more than \$1,000 must be co-signed by the chairman and the treasurer.

The Treasurer also shall provide written reports monthly and annually, or as needed, of receipts and expenses of the corporation for members of the Board of Directors.

If required by the Board of Directors, the Treasurer shall be bonded for such sum and with surety or sureties as the Board may determine.

Administration

Day-to-day operations of Koinonia House® shall be under the direction of a full-time, paid Discipleship and Resident Director who shall be the principal administrative officer, and who shall be appointed by a two-thirds vote of the Board, and shall work under the direction of the Board of Directors.

The Discipleship and Resident Director shall be an ex-officio, non-voting member of the Board of Directors. The Discipleship and Resident Director shall be the resident agent of the corporation, and his/her duties and responsibilities shall be governed by a written job description approved by the Board.

Other part-time and full-time staff of Koinonia House® may be recommended from time to time by the Discipleship and Resident Director and hiring of same shall be approved by the Board of Directors. The duties and responsibilities of each part-time or full-time staff person shall be governed by a written job description approved by the Board.

Committees and Boards

Committees shall be established and members appointed, from time to time as needed, or as required, by the Board of Directors, with terms of service and responsibilities determined at the time each committee is established.

Fiscal Year and Budget

The Fiscal Year shall be the same as the Calendar Year.

Contracts and Funds

Contracts. The Board of Directors may authorize any officer or officers, agent or agents of the corporation, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

Gifts. The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest or devise for the general purposes or for any special purpose of the corporation. Gifts and contributions to this ministry shall be considered tax-deductible in accordance with the 501(c)3 status of this corporation.

Loans. No loans shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized by the Board of Directors. Such authority may be general or confined to specific instances.

Books, Records and Audits

The corporation shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its Board of Directors. All books and records of the corporation may be inspected by any member of the Board at any reasonable time. The treasurer's books and records shall be audited or reviewed annually by auditors appointed by the Board.

Amendments to the By Laws

This Constitution and By Laws may be amended, except as noted in the Irrevocable Sections of this Constitution and By Laws, by a two-thirds vote of the Board of Directors present, at any regular or special meeting of the Board, provided that at last ten (10) days written notice is given of the intention to amend the By Laws at such meeting, in which notice shall be included the intent of such proposed changes.

Irrevocable Sections

The Vision, Purpose, and Mission Statements, and Statement of Faith shall not be changed or altered by the act of any individual or any vote of the Board of Directors of the Corporation, unless such change be ratified by the Koinonia House® National Board of Trustees.

Effectiveness and Rules of Order

This constitution and bylaws of Koinonia House® become effective immediately upon approval of two-thirds of the Board of Directors at a duly called meeting.

The rules contained in the latest published edition of Robert's Rules of Order shall govern the Koinonia House® Corporation in all cases to which they are applicable, and in which they are not inconsistent with these bylaws or the special rules of order of this corporation.

Attest

These pages are a true copy of the By Laws and Constitution of Koinonia House® of _____, Inc., a private, not-for-profit faith ministry based in _____, which intends to establish, operate and maintain non-profit Christian ministries, as approved and adopted by the incorporators of this corporation on _____(month) _____(day and year), at a meeting called for the purpose of considering and adopting this Constitution and By Laws.

Witness

_____ Incorporator
Title:

_____ Incorporator
Title:

_____ Incorporator
Title:

_____ Incorporator
Title:

_____ Date



Discipleship Covenant

Resident Discipleship Corporate Covenant

If you have any encouragement from being united with Christ, if any comfort from his love, if any fellowship with the Spirit, if any tenderness and compassion, then make my joy complete by being like-minded, having the same love, being one in spirit and purpose. Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus.” Philippians 2:1-5

The Greek word *koinonia* means belonging together in mutual collaboration. As believers in Christ, we are united in the body of Christ. We are determined to do what is right in the eyes of the LORD; therefore we ask everyone involved in the collaboration of Koinonia House® ministry to enter a covenant relationship before God and each other to do whatever it takes to love residents coming out of prison and have them complete their discipleship time at Koinonia House®. We all acknowledge that the Koinonia House® Statement of Faith accurately represents our essential beliefs, thus our unity in Christ.

RESIDENT

As a resident of Koinonia House® (KH resident) and a believer in Jesus Christ, I affirm that I am in need of the biblical structure and discipleship offered by Koinonia House®. In order for me to continue to grow into the Christian believer that God intends, I **commit by God's grace to the following:**

- That I will submit to the authority of the Discipleship and Resident Directors (DRDs) and to the Board of Directors.
- That I will develop a servant's heart, out of love for my Savior, Jesus Christ. This will become visible in many ways. One way is by the helping and caring attitude I show to fellow residents of Koinonia House® and my DRDs.
- That I will belong to my local sponsoring church. As a member of my local church I commit to be active in the life of the church and to utilize my gifts to further its ministry and mission.
- That I agree to the non-negotiable rules of Koinonia House® and commit by God's grace to abide by all the rules and guidelines presented in the Resident Manual.

DISCIPLESHIP AND RESIDENT DIRECTORS (DRDs)

As Discipleship & Resident Directors (DRDs) and as believers in Jesus Christ, we affirm our calling to act as vessels of God's grace in creating bridges for residents to go from prison to their local church through biblical discipleship. We further commit to create an environment in the House centered on Christ. As DRDs, **we commit by God's grace to the following:**

- That we will disciple our KH resident in biblical principles and doctrine by living them out in the home, especially in marriage and family relationships.
- That we will provide a home conducive for our KH resident to grow in the grace and knowledge of the Lord Jesus Christ.

- That we will build and nurture relationships between the resident and the local church through frequent communication with the church liaison, church families and mentors, and a high level of accountability.
- That we will be actively involved in the neighborhood and throughout the community in ways that will build support for the ministry.
- That we will seek appropriate funding for the ministry and be good stewards of the resources entrusted to us by God.
- That we will perform our ministry duties according to the Koinonia House® National Ministries (KHNМ) charter, training manuals, and model for post-prison ministry manual.

KOINONIA HOUSE® BOARD OF DIRECTORS

As a member and representative of the Koinonia House® Board of Directors and as a believer in Jesus Christ, I affirm our deep and personal commitment to the Christian growth of our KH resident while at Koinonia House®. Representing the Board of Directors, **we commit by God's grace to the following:**

That we will hold the DRDs accountable to provide biblically spiritual, financial and vocational support for our residents.

That we will provide the support and resources necessary to make the DRDs effective in discipling our KH residents.

That we will be personally interested and involved in the life of our KH residents while at Koinonia House®. This will be manifested in many ways and may include a visit at the House or sharing time together away from the House in a way that will further our Christian fellowship.

That we will remain actively involved in prayer for each resident of Koinonia House® and long after you no longer live in the Koinonia House®.

That we will fulfill our ministry duties according to the training we received from the DRDs and according to the KHNМ charter, training manuals, and model for post-prison ministry manual.

LOCAL CHURCH LIAISON

As the liaison between the local church (the KH resident's home church) and the Koinonia House®, and as a believer in Jesus Christ, I affirm the church's willingness to both spiritually and financially support our KH resident while at Koinonia House®. As the Church Liaison, **I commit by God's grace to the following:**

- That I will build a community of friends within the church that will freely and joyfully welcome our KH resident.
- That I will equip these friends to welcome our KH resident into their hearts and homes. There are certain guidelines that I will communicate to these friends that will enhance our relationships with our KH resident.
- That I will assist our KH resident in developing a positive and personal relationship with our pastoral staff.
- That I will encourage and guide our KH resident in becoming active within the life and the mission of our church.
- That I will communicate regularly with the DRDs to assure that we are effectively discipling our KH residents.

- That I will fulfill my ministry duties according to the training I received from the DRDs and according to the KHNH charter, training manuals, and model for post-prison ministry manual.

SPIRITUAL MENTOR

As a mature Christian, I affirm a calling to mentor my KH resident in how to apply the biblical principles of a Christ-like life and to become an active participant in the life of our church. As a mentor, **I commit by God's grace to the following:**

- That I will be a friend to my KH resident and to love this resident as Christ loves me.
- That I will be a living example of what it means to be a follower of Jesus Christ. Though I have not yet conquered sin in my life, I commit daily to walk closer to Christ. Each time I am with my KH resident, I will convey the joy that is only attainable through a Christ centered and humble life style dedicated to serving others in Christ's name.
- That I will consistently honor my weekly commitment to my KH resident. I will do this by setting aside the same time each week to meet with my KH resident.
- That I will assist my KH resident in setting and attaining family and vocational goals.
- That I will follow the Koinonia House® principles and guidelines of mentoring, and joyfully submit to the godly leadership and authority of the Discipleship & Resident Directors (DRDs).

FINANCIAL MENTOR

As a mature Christian, I affirm a calling to mentor my KH resident in how to apply the biblical principles of a Christ-like life and to become an active participant in the life of our church.

As a mentor, **I commit by God's grace to the following:**

- That I will be a friend to my KH resident and to love this resident as Christ loves me.
- That I will be a living example of what it means to be a follower of Jesus Christ. Though I have not yet conquered sin in my life, I commit daily to walk closer to Christ. Each time I am with my KH resident, I will convey the joy that is only attainable through a Christ centered and humble life style dedicated to serving others in Christ's name.
- That I will consistently honor my weekly commitment to my KH resident. I will do this by setting aside the same time each week to meet with my KH resident.
- That I will establish a system of monetary responsibility and accountability for my KH resident. This is critical to a successful transition to a Christian lifestyle and will be fully in place within one month of my KH resident arriving at the House.
- That I will assist my KH resident in setting and attaining family and vocational goals.
- That I will follow the Koinonia House® principles and guidelines of mentoring, and joyfully submit to the godly leadership and authority of the Discipleship & Resident Directors (DRDs).

Each signature below is a visible sign of commitment to this Covenant and the first steps of a joyous journey of Christian growth for all. While our Lord Jesus Christ has not physically signed this Covenant, we acknowledge that His signature is upon our hearts and lives and that the success of this Covenant relationship rests upon abiding in His Word and by His grace.

KH Resident:

Signature: _____ Date: _____

(DRDs) Discipleship & Resident Directors:

Signature: _____ Date: _____

Signature: _____ Date: _____

Board of Directors Representative:

Signature: _____ Date: _____

Local Church Liaison:

Signature: _____ Date: _____

Spiritual Mentor:

Signature: _____ Date: _____

Financial Mentor:

Signature: _____ Date: _____