



# LifeChangers Legacy

Prison & Rentry Mentorship Program

*From the Inside Out*



## **“The Daughters of Zion” Transformational Living Program**

**Creating Pathways for  
LifeChangers,  
Covered by Grace**

### **Isaiah 52:2**

“Shake yourself from the dust, *rise up*,  
O captive Jerusalem;  
*Loose yourself* from the chains around your neck,  
O captive,  
“Daughter of Zion”

# The Daughters of Zion (DOZ) Handbook

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# Welcome to “The Daughters of Zion” Transformational Center, LLC

**The Program is comprised of 5 stages:**

## **Stage 1**

### **“I See ME Free” Inside Prison Mentorship Program**

This Stage is the workbook and mentorship match program which begins while they are in prison. Each phase averages 90 to 120 days to complete; however, if the “I See ME Free” Program was started while incarcerated, once finished to an acceptable degree, you will be eligible to enter and welcomed into “The Daughters of Zion” Transformation House Program.

## **Stage 2**

### **DOZ Stage**

The Mentee paroled out to the DOZ Transformational Living Home for 3 months to ensure each has the emotional and spiritual foundation necessary and the institutional thinking has been reset before entering our Job-readiness “Equipping Program” at the 4th month in the house. We receive \$670 a month per resident paroled out to the home for up to 6 months through our partnership with the Reentry Partnership Housing with Department of Community Services.

## **Stage 3**

### **Freedom Relocation Stage**

Mentee begins with relocation to the apartments and referral to our Job-readiness phase to start building upon their own talents and skills, and the gifts God has given them in training for 1 month, then Mentee enters our job placement program provided by some of our partnering organizations. You will be living under the supervision of the Case Manager.

## **Stage 4**

### **Successful Personal Living Stage**

After successfully completing the entire 4-Phase “I See ME Free” workbook program and all the requirements of living under the supervision of the Case Manager assigned to you, and training in the Job-readiness and placement program, Mentees will have the opportunity to be responsible to live on their own and find their own place, or if they wish to get an apartment through our partnership with the complex, they can choose. No background check necessary.

## **Stage 5**

### **After Care**

We provide a Mentor or a Life Coach for the ladies for a full year once they have been moved into their own apartment. We will also have a vehicle program that allows them to lease-to-purchase a vehicle once we have evaluated all their measurable outcomes and they have proven they are financially responsible and stable.

Each phase has its own monitoring, measurable outcomes through our Social Solutions Software, (which is what some of the states use for reentry), which supports programmatic management elements to foster developing a Christ-centered, healthy and successful life of continuous education and prosperity in the Lord while reinforcing cognitive behavior skills, critical thinking and relapse prevention.

Our mission is to empower, train and equip those in prison and “Returning Citizens; to restore and reconcile them to their families, to live a new Christ-centered lifestyle in spiritual, physical and financial wellness, giving back to society.

### Daily living and self-care

- “I See ME Free” Program
- Vocational
- Socialization
- Recreation
- Etiquette
- Community Living
- Living Independently
- Dealing with the effects of institutionalization
- Nutrition and Health
- God’s Financial competency

Our Transformational Living Program functions as a place to provide mentees the skills necessary to successfully transformational back into the community. The program is one of personal responsibility-meaning, you will get out of the program what you put into it with the help of a Staff of Case Managers, Clinical Coordinators, House Directors and Mentors. Our rules, policies, and procedures are in place to ensure your safety, health and overall well-being.

This handbook is to provide you with a better understanding of LifeChangers Legacy Programs, for you to make an informed decision about your participation with us. If you have any other questions please feel free to visit the website at: [www.LifeChangersLegacy.org](http://www.LifeChangersLegacy.org) or email us at: [Pamela@LifeChangersLegacy.org](mailto:Pamela@LifeChangersLegacy.org)

<b>Pamela Hillman (Executive Director)</b>	
Picture	Description: Mrs. Hillman is responsible for the overall integrity and efficacy of the program; it’s staff, contractors, the physical facilities; and the safety and well-being of all directly associated with the Daughters of Zion Programs.
<b>Michelle Davis (House Director)</b>	
Picture	Description: Ms. Davis is responsible for the physical upkeep of Transformational House and its non-programmatic activities and logistics.
<b>Truth Graf (Case Manager/ Recovery Coordinator)</b>	
Picture	Description: Ms. Graf is responsible for the Christ-centered substance and mental health recovery programmatic activities; and associated supports for the mentee residents.
<b>Tammy Quick (Business Manager)</b>	
Picture	Description: Mrs. Quick is responsible for the daily bookkeeping and related business administration in concert with the other three Transformational House staff.

## Mentee Responsibilities

Belonging to a transformational living program requires each member to do their part in the upkeep of their environment. Each will be assigned chores and a rotation schedule will be available.

1. You are responsible to make your bed the way the video - (Admiral William McRaven- If You Want To Change the World, Start by Making Your Bed) has taught, and for keeping your own room clean and in order at all times, doing your own laundry, and completing your daily assigned job responsibilities in the house, and in the Drop-in Center room. Being a member of the community also requires you keep in mind both your needs and the needs of others. You are required to sign off on all materials used or checked out in the Drop-in Center room.

2. You are responsible for treating peers and staff members with respect and dignity. This includes helping peers whenever possible. "See a need, fill it" is our motto.

3. You are responsible for being at all assigned meetings and other events *on time* and ready to participate for which you are scheduled. The best practice is to be 15 minutes early at all your meetings and functions. (Coach Lombardi time). Penalties for being late will be enforced. Time is our friend or our enemy...it is your choice and up to you which you choose.

4. You are responsible for getting what you need by:

- a) Reach out and ask for help when you need it;
- b) Sharing your feelings with staff and peers;
- c) Staying away from initiating, engaging in, encouraging, and/or supporting the unhealthy behavior of others. We are to be His light and love. Speak to someone about an issue quickly.
- d) Telling the truth and doing what is right; Living by God's golden rule of love, (which includes, doing unto others as you would want them to do unto you). Be the example!
- e) Achieving your Recovery Plan goals; individual plans will be assigned.
- f) Helping others achieve their goals, if possible. Helping others always helps us.
- g) Participating in community activity nights and shopping weekends with the DOZ ladies.

### IMPORTANT NOTE:

**If you have any information that another mentee plans to do something to harm himself/herself or others, report this immediately to a staff person.** It could mean life or death for that person. It is important that you understand that this should not be viewed as "snitching" but instead protects program mentees and represents an act of responsible care and concern for others on your part. We are here to help you, and everyone we can, as much as we are able to, have successful new life, God's way.

## Confidentiality

The staff of DOZ Transformational Living House will respect and hold in confidence all information regarding mentees as indicated in the Notice of Privacy Practices Statement.

Confidentiality may be broken without mentee consent in situation in which the safety of the mentee or other individuals are at risk, if child or elderly abuse is suspected, or other compelling professional reasons exists.

The DOZ Transformational House will ensure the safety of mentee records against loss, theft, defacement, tampering, or use by unauthorized persons. Any documents containing identifying information regarding mentees will always be locked when unattended by staff.

The DOZ Transformational House will obtain informed voluntary consent from mentees before any information or records are released to agencies or family members. We comply with all State required reporting.

The DOZ mentees also have a responsibility for keeping the confidentiality of others in the program. This includes not confirming or denying another mentee's participation in the program to outside persons or agencies via telephone, face-to-face, or written requests. The Mentee will clear with staff the names of those who may be notified of their new location. Daughters of Zion complies with all court ordered and orders by Community Supervision prohibitions of persons with whom the mentees are to refrain from contacting or communicating.

**Truth** is our basis for doing all we do for the betterment of individuals and society; and we expect all who are serving in the Name of the Lord Jesus Christ, to live in Truth. Any breach of this Confidentiality & Defamation & Slander / Misrepresentation Agreement by the (*Employee or Contract Labor person*), could be punishable by law and/or may incur fines by law if violated.

### **Planting Seeds**

The Bible tells us we reap what we sow. With that in mind, this type of gossip is said in such a way to make the listener question or assume something about the character of a person. For example: *Isn't it weird how he keeps staring at your girlfriend when you're not looking?* James 3:5 tells us, "Likewise the tongue is a small part of the body, but it makes great boasts. Consider what a great forest is set on fire by a small spark."

A warning from the Bible from Proverbs 16:28: "A perverse man stirs up dissension, and a gossip separates close friends."

### **Whispering Inuendo's**

These subtle insinuations can mislead others into thinking wrong thoughts, especially if the conclusions are based on gossipy hunches. Here's an example: *It's interesting how he was "out of town" the night she was murdered.*

Proverbs 26:20 tells us, "For lack of wood the fire goes out, And where there is no whisperer, contention quiets down."

And a warning from the Bible: “What you have said in the dark will be heard in the daylight, and what you have whispered in the ear in the inner rooms will be proclaimed from the roofs” (Luke 12:3).

## **Slander**

It’s defined as spreading rumors or lies about a person to cause damage *purposely*. The written form of it is libel.

The Bible mentions slander countless times in lists like this one: “But now you must rid yourselves of all such things as these: anger, rage, malice, slander, and filthy language from your lips” (Colossians 3:8).

**James 4:11** tells it straight: “Brothers/sisters, do not slander one another.”

## **We are Called to Obey & Honor Those in Authority – Our Team Leader**

**13** All of you must obey those who rule over you. There are no authorities except the ones God has chosen. Those who now rule have been chosen by God. <sup>2</sup> So whoever opposes the authorities opposes

leaders whom God has appointed. Those who do that will be judged. <sup>3</sup> If you do what is right, you won’t need to be afraid of your rulers. But watch out if you do what is wrong! You don’t want to be afraid of those in authority, do you? Then do what is right, and you will be praised. <sup>4</sup> The one in authority serves God for your good. But if you do wrong, watch out! Rulers don’t carry a sword for no reason at all. They serve God. And God is carrying out his anger through them. The ruler punishes anyone who does wrong. <sup>5</sup> You must obey the authorities. Then you will not be punished. You must also obey them because you know it is right.

<sup>6</sup> That’s also why you pay taxes. The authorities serve God. Ruling takes up all their time. <sup>7</sup> Give to everyone what you owe them. Do you owe taxes? Then pay them. Do you owe anything else to the government? Then pay it. Do you owe respect? Then give it. Do you owe honor? Then show it.

What to do if you disagree with someone or have been wronged by someone? Follow the Matthew 18 principle. Specifically, **Matthew 18:15--17** provides the following scriptural mandate for keeping communication lines open and intact.

<sup>15</sup> “Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. <sup>16</sup> But if he will not hear, take with you one or two more, that ‘by the mouth of two or three witnesses every word may be established.’ <sup>17</sup> And if he refuses to hear them, tell *it* to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector.

1. Go to the person one on one.
2. If they refuse to hear you, take a second person as a witness who is a believer.

## **Matthew 18 In the Workplace**

If you have an issue with a boss or employer, go to them in private and share your concerns. Never air your concerns in a public meeting that might dishonor your superiors. Share your concern with your immediate superior.

## Rules for Successful Transformational Living

Experience has repeatedly demonstrated there are several factors, which promote a positive experience. If you can embrace new ideas, you will find yourself able to complete your goals and feel good about the changes you accomplished.

1. Accept that you must be personally responsible for your own behavior and you commit to give up behavior(s) which do not work well for you. NO cursing or any foul language.
2. Commit yourself to changing your unhealthy behaviors by learning from your mistakes and exploring why you made them.
3. Commit to being open about your thoughts and feelings and do not keep secrets.
4. Commit yourself to talking directly to staff and peers about your thoughts and feelings rather than acting out or just staying stuck.
5. Commit yourself to being honest in all your relationships and to avoid lies and distortions. This also means being honest with yourself.
6. Be willing to follow program rules and limits even if you don't agree with them.
7. Accept the value of relationships with others for learning to develop and maintain close, trusting relationships will be an important life goal.
8. Accept the value of work as a part of human dignity, which means embracing going to work, setting aspirational goals for yourself, and striving toward honest financial independence, personal purpose fulfillment which contributes to your personal and the larger community.
9. Accept you can learn from your own experiences and the experiences of others if you are willing to take advantage of these experiences as "teachable moments."
10. Accept The Daughters of Zion Transformational House staff is dedicated to helping you achieve and maintain your recovery!
11. Keep in mind **HOW** to obtain and maintain recovery: **H**onesty, **O**pen-mindedness, **W**illingness.
12. **CHANGE** - **C**-hoose **H**-abits **A**-round **N**-ew **G**-rowth **E**-veryday



## Phone Use

The phone policy ensures reasonable rules and procedures governing the use of phones by Mentees in the least restrictive manner.

The following are guidelines for phone usage:

- Mentees may not make or receive calls for the first 3 months while in the DOZ Transformational Living Home, unless it is an emergency.
- **NO cell phones, pads or computers** allowed until your transfer into Freedom Relocation Stage 3.
- After evaluations are made to determine the healthy family connections are in place, we will decide which connections and calls from and to the DOZ house can be made. When calls are approved they need to be limited to 15 minutes.
- The monitored house phone may be used for employment purposes, appointments, or personal calls when approved only. **NO cell phones allowed.**
- Mentees are expected to show proper courtesy to each other while using the phone.
- When the phone rings you are not to answer it even when you think it is for you. **DO NOT** confirm or deny another mentee's participation in the program.
- Mentees may have cell phones after they have completed all Phases of the "I See ME Free" Program and have been transferred to Freedom Relocation Stage 3.

## Computer Use

**NO computers or pads allowed.** A monitored computer with internet accessibility is available for Mentee use in the Drop-in Center during office hours only. If you are interested in using the computer, please check with your Recovery Coordinator.

## Drop-In Center

The Drop-In Center with TV, CD's & DVD's to check out, stereo, board games, books, Bibles, Bible trivia and craft supplies are also available for Mentee's use during appointed hours. Talk with Recovery Coordinator or House Director if you are interested in checking out any items.

## Mentee's Bill of Rights

Rights are responsibilities which may or not have privileges associated with them; they are granted by a higher authority. The Daughters of Zion is the legal authority by State of Georgia's delegation of its authority; and as a Christian organization, by the grace of Almighty God through Christ Jesus. Rights, including unalienable rights, are not unconditional by nature; when the responsibility of those to whom the right is delegated is not fulfilled; the continuance of that right may be revoked temporarily or permanently, and any privileges associated also.

1. Each mentee has the right to be treated with respect and dignity. This shall be construed to protect and promote human dignity and respect for individual dignity.
2. Each mentee has the right to a safe, sanitary, and humane living environment.
3. Each mentee has the right to a humane psychological environment protecting them from reasonable harm, abuse, and neglect. We are all in God's Image; no people group has privileges not shared by all. Personal change is uncomfortable; being therapeutically uncomfortable is not abuse.
4. Each mentee has the right to an environment which provides reasonable privacy, promotes personal dignity, and provides opportunity for the mentee to improve his or her functioning.
5. Each mentee has the right to receive services suited to his or her condition and needs for treatment without regard to his or her race, religion, sex, ethnic origin, age, degree of disability, handicapping condition, legal status, or ability to pay for the services.
6. Each mentee has the right to participate in the development of his/her Recovery Plan. Mentees have the right to request family participation in recovery and dismissal planning.
7. Each mentee, on admission, has the right to communicate his or her change of address with a relative, friend, clergy, or attorney, by telephone or mail if allowed by Community Supervision.
8. The Daughters of Zion Transformational House shall not deprive any mentee of civil, political, or personal property rights not considered contraband as described above.
9. Each mentee shall have and retain the right to confidential communication with an attorney, personal physician or clergy.
10. Each mentee has the right to uncensored, private communications including, but not limited to, letters, telephone calls, and personal visits. Copies of any personal letter sent or received, by a resident shall not be kept in his or her treatment record.
11. No mentee shall ever be neglected or sexually, physically, verbally, or otherwise abused. Therapeutic counseling and confronting, coaching and being held accountable are not abuse.
12. Each mentee has the right to have his or her own clothing and personal possessions. This right may be forfeited, or limited, only if the personal property is determined to be potentially dangerous to the mentee, or others, or if the property is determined to be functionally unsafe or listed as contraband above.
13. Each mentee has the right to manage his/her own financial affairs.

14. Each mentee shall have the right to practice his or her own religious beliefs and afforded the opportunity for religious worship. No mentee shall ever be coerced into engaging in, or refraining from any personal religious activity, practice, or belief.
15. Each mentee has the right, without fear of reprisal, to present grievances on behalf of herself to The Daughters of Zion Transformational House staff, governing board of directors, government officials or any other person in order to work for improved mentee care. For additional information see Grievance Policy and Procedure below.
16. Each mentee has the right to access adequate medical care; however, The Daughters of Zion Transformational House does not accept responsibility for any debts incurred by mentees for medical or other transactions.
17. Each mentee has the right to receive a written statement of the services provided by The Daughters of Zion Transformational House. Every mentee will have access to information about mentee fees. Any fee changes will not take effect for 60 days after notification.
18. Each mentee shall have an orientation to The Daughters of Zion Program during which time regulations, mentee's responsibility to obey all reasonable regulations of the facility and to respect personal rights and private property of other mentees and staff are explained; and this will be documented with witnessed signatures.
19. The Daughters of Zion Transformational House shall respect the privacy of mentees and hold in confidence all information obtained in the course of professional services. Only for compelling professional reasons may confidentiality be broken without consent. This involves situations in which safety of the mentee or other individuals are at risk or court orders are duly presented. For additional information see Notice of Privacy Practices.

## Grievance

- Mentees are encouraged to speak to agency staff (administrative, professional or support personnel) if they are NOT SATISFIED with an aspect of their treatment by staff or the environment in which services are provided. The House Director will respond to the mentee's concern within 2 business days. If the concern is not resolved to the mentee's satisfaction after talking with staff, the mentee is encouraged to use the Grievance Procedures outlined below. A written notice of the Grievance Procedure is provided to each mentee and/or legally authorized representative and/or to an individual of the mentee's choice.
- All mentees have the right and are encouraged to communicate his or her grievance to a Transformational House, Inc staff member. There will be no consequences or retaliation for the mentee filing a grievance.
- All mentees have a right to file a formal written grievance. The mentee may request a form from any staff member. (Grievance Forms are located at the Transformational House, Inc office). The mentee should fill out the form and return it to any staff member.
- If the mentee is uncomfortable filling a grievance on his or her own, the mentee may request any staff member to assist him/her.
- Written grievances shall be forwarded to the House Director. If the mentee needs assistance with the form or in composing the complaint/grievance, assistance will be provided by their Recovery Coordinator or the mentee's person of choice.
- In the instance where the decision maker is the subject of a grievance, decision making authority shall be delegated to the Executive Director.
- At any point in this process, the mentee may request an advocate for assistance with this process. Their Recovery Coordinator will assist the mentee in obtaining an advocate.
- Time frame for expedient resolution is 2 business days upon receipt of the complaint/grievance by the House Director.
- The mentee will be sent a written notice of the grievance outcome and steps for appealing the outcome from the House Director.
- Throughout this process, the consumer has the right to contact, make a complaint and/or appeal the grievance outcome to the Georgia Department of Housing, Georgia Department of Housing, etc. The Recovery Coordinator will assist the mentee in contacting Consumer Advocacy Division if needed.
- As part of Transformation House, Inc Performance Improvement Process, a confidential summary of mentee complaints/grievances prepared by House Director are reviewed by the Executive Director and Board of Directors quarterly to improve efficiency and mentee satisfaction. All grievances filed will be reported in a confidential summary prepared by House Director. All mentee complaint/grievance forms, investigation documentation and written resolution determination will be maintained by the House Director; all summary documentation for performance improvement process will be maintained by the House Director including any returned notices. The Executive Director annually reviews the Grievance Policy and Procedures.

**Grievance Form**

Name of Mentee: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Please explain your grievance/concern:

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What action/resolution would you like to see in response to your grievance/concern?

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\_\_\_\_\_  
Mentee Signature

\_\_\_\_\_  
Date

If you need any assistance please contact:

**House Director @** \_\_\_\_\_  
**Case Director @** \_\_\_\_\_

\_\_\_\_\_  
Received by: Staff Signature

\_\_\_\_\_  
Date/Time

\*The Daughters of Zion Transformational House will provide a written resolution to this grievance within 2 business days\*

## **Paying Fees**

The proper operation of The Daughters of Zion Transformational House in part depends on the money generated by mentee fees. Paying fees is an investment in your successful reentry and an opportunity to practice financial responsibility, an important skill to have when living on your own. The Daughters of Zion House will take diligent action to collect payments, in a manner consistent with the mentee's individual situation.

Mentee fees are based on the amount paid by the State and/or whether a mentee has an additional income. Mentees with an income are charged 35% of their income from the previous month. Mentees who do not have an income are expected to pay \$50.00 for months one through three, \$65.00 for months four through six, \$80.00 for months seven through nine, and \$95.00 for months ten through twelve. Program extension mentees add \$15.00 to the previous minimum every three months.

Mentees are required to provide proof of income by providing all pay stubs from the previous month and/or social security award letters to Recovery Coordinator each month. Mentees with no income are required to keep staff updated if their income status changes. Fees are due within the first five days of the month.

## **Inability to Make Full Payment Due to Hardship**

Although payments are originally established at amounts within the financial reach of eligible person, financial hardships can arise where the resident, despite their best efforts, is unable to make full payment on the due date. In such cases a partial payment will be acceptable. Mentees with legitimate financial hardships are required to make partial payments rather than pay nothing. Partial payments show the mentee's continued commitment to the program in which they are participating.

## **Failure to Meet Financial Obligations**

Mentees who struggle to make payments will be required to cooperate in additional, personally tailored financial competency/stewardship development groups; additional individual consultation and individual budgeting development meetings with their Recovery Coordinator to ensure the mentee is able to work expeditiously towards making payments when due.

## Personal Belongings

The house and apartments come fully furnished. Mentees can bring a few small items which hold some significant value to them, in order to develop a sense of “home”. All items brought into the apartment must be cleared prior to bringing them by staff. The Daughters of Zion Transformational House is not responsible for these items. A waiver of responsibility with pictures of these items will be signed the first day of residency.

You will have access to the following space in your apartment for the storage of personal belongings so you will have to limit the number and size of belongings you bring in:

- 1 locked assigned area for personal hygiene products, foldable clothing and personal effects.
- The occupant will have access to a small assigned area of closet for clothing.
- Your personal pictures and some accessories may be allowed on your part of your dresser.

\*The House will be able to provide some of the items on the list if mentee isn't able to obtain them. Inform your Recovery Coordinator or House Director of the items needed.

## Unauthorized Items

Furniture

Fixtures

Any Electronics

Illicit drugs (including tobacco, vaping or alcohol)

Firearms, knives, or other potential weapons

All personal belongings brought into the house will be screened by staff prior to acceptance to ensure they meet appropriate safety standards

- A. Items not in accordance with the policies may not be allowed. The judgment of staff will be absolute in deciding whether an item is appropriate or not
- B. The number of personal belongings is to be kept at a reasonable limit, deemed by staff. Items must be able to be stored neatly in the available dresser and closet space. Your area will be checked periodically.
- C. Mentees are encouraged to keep valuable/expensive personal items which could be lost/stolen in your locker box.
- D. Personal pets of any kind are strictly prohibited at the house or apartments. At no time are pets allowed, unless otherwise stated for the program.
- E. Mentees may not bring or use extension cords, freestanding heaters, candles, or incense

## **Laundry Guidelines**

The Daughters of Zion Transformational Living House (DOZ) will have an on-sight laundry facility in the house. There will be a washer/dryer equipped in each (DOZ) apartment or house to be shared by all occupants. The hours of use will be established and posted and if you need assistance with laundry please inform your Recovery Coordinator.

## **Mentee Responsibility**

1. Maintain clean clothing, linens, and bedding by laundering them at least every week.
2. Follow the operation instructions for the washer, dryer and any other appliance items in the laundry area; these will be clearly posted.
3. Keep the laundry area clean and orderly.
4. Sign-up on the posted schedule for washer, dryer and other appliance use; and be prompt in keeping your self-scheduled appointment. Ten minutes after the appointment time, if the appliance is not in use, ad hoc use of that appliance is permitted for other mentee residents.
5. The Transformational House appliances are exclusively for the use of its residents; no commercial use of these appliances is permitted.
6. Additional responsibilities or prohibitions may be implemented as needed; they will be posted in the laundry room area and updates to this manual within 30 days.



## House/Apartment Living

Living with roommates can be challenging at times. It is the perfect opportunity for mentees to practice implementing the Biblical social and emotional skills they are learning from the program. This includes our 7 wholeness steps to memorize. Listed here are some tips for living with roommates:

◆ **Roommate Meetings** are mandatory and helpful. Upon move-in, staff will sit down with you and your roommates to discuss how each you will approach working with one another. This discussion will include making plans for things like cleaning, providing apartment supplies, storage of food, visitors, etc. Bi-weekly roommate meetings will review how things are going in the house or apartment. These meetings will be scheduled to accommodate work schedules.

◆ **Cleaning the Apartment** Every mentee is responsible to pick up after him/herself. Each roommate is to take responsibility for the deep cleaning of an area of their apartment or house room they will be assigned. Residential houses will post schedules for residents cleaning the shared areas and its rotations. Accommodations are made for those with physical challenges by assigning other responsibilities. These are mandatory; and are to account for work schedules. Roommates/housemates are to use their social skills and time management skills for this responsibility. Example: one roommate cleans the living room/foyer/stairs, one roommate cleans the kitchen, and one person cleans the bathroom. These responsibilities can be rotated each week, monthly, etc.

◆ **Meals/Food** Each mentee is responsible for their own meal preparation. If you choose, you can all have a food preparation rotation schedule as well. If a mentee needs food and lacks financial resources, they are to contact their House Manager for referral to local community resources.

◆ **Health and Wellness** You will be required to participate in group walks or other activities, unless otherwise stated by your Doctor. Health and nutrition classes will be given and mandatory as well. We want you to be at the best peak performance God created you to be, and it is important to your mental and physical well-being to get you back to the place of excellence God created you to be. That is the real definition of Rehabilitation...returning to former excellence. It is a process and we are here to help assist in your process of any weight loss or nutrition program you need.

◆ **Apartment/House Supplies** Items such as cleaning products, trash bags, toilet paper and paper towels are typically shared items in the apartment or house. Part of the roommate meeting can be utilized to determine who will be responsible for obtaining these supplies and how often. If it is your turn to provide the apartment supplies and you don't have the funds required, income contact your House Manager or Case Manager for resources.

◆ **Visitors** Daughters of Zion's policy states any guests are required to follow the same guidelines as mentees regarding refraining from destroying, defacing, damaging, or removing any part of the apartment/house property while also not engaging in any criminal, drug or other addiction related activity while on our premises; or while in transportation going to or coming from our properties. Agency practices state visitors are not permitted in bedroom or other restricted areas in the apartments or houses and must always be accompanied by a mentee. Staff encourages roommates to discuss preference for when visitors are allowed, inform all other

roommates/housemates when visitors are arriving, and any other visitor related topics important to discuss with roommates before visitors come over. Roommate food and supplies are *NOT* for sharing with visitors, unless purchased by mentee.

◆ **TV time** All roommates have access to a television set in the apartment, when allowed and time is scheduled. The available channels will be limited by The Daughters of Zion management. TV time is an opportunity for mentees to compromise, interact and learn with one another. A house compromise will be utilized, and rotation be established to determine selections for viewing when more than one roommate wishes to watch different television programs allowed by DOZ. Roommates are expected to utilize the television in an appropriate manner (reasonable volume, cooperation and fairness in sharing TV time).

◆ **Maintenance Issues** If something breaks or needs repair you are to notify the House Director utilizing the Repair Request Form and verbal communication. *DO NOT* try to repair it yourself or throw anything out unless you have written permission from Executive Director.

◆ **No Violence/Bullying** No form of violence, bullying, intimidation or manipulation will be permitted at the house or apartments. If aggressive disrespect occurs alert staff immediately. You will be removed from the premises immediately and may not be allowed back.

◆ **No Alcohol/Illegal Drugs** No alcohol or illegal drug use is permitted on The Daughters of Zion Transformational House property, nor should anyone be intoxicated while visiting the or apartments. Any mentee or their guest using alcohol or illegal drugs which includes the abuse/illegal use of prescribed drugs will be asked to leave immediately. Their remaining rent will be forfeited.

◆ **Tobacco/Nicotine Products** All Tobacco/Nicotine products are prohibited in or near The Daughters of Zion Transformational Living House properties. Any mentee or their guest using tobacco/nicotine or vaping products within or around the house or apartment or on their porches/balconies will be asked to leave immediately. Their remaining rent will be forfeited.

◆ **Pornography** No electronic device, no paper media containing pornography is allowed on the premises; this includes guests to the apartment or house. Any mentee or their guest accessing pornography will be asked to leave immediately. Their remaining rent will be forfeited.

◆ **Questions?** If there are any rules you are unsure about; please talk with staff regarding your concerns and/or questions. Mind reading is not a communication skill.

## Emergency Numbers

Service	Phone Number
Police	
Fire Department	
Ambulance	
Community Supervision	
Local Residential Psych Facility	
Recover/Case Manager	
House Director	
Executive Director	

### Emergency Procedures

**Psychiatric Emergency:** If you think you or another mentee needs to be admitted for psychiatric care for your/his/her safety and welfare, call the recovery/case manager, house manager or Executive Director.

**Medical Emergency:** If emergency medical treatment is required or thought to be required, call 911.

**Tornado Emergency:** Take shelter immediately, in closet, near an inside wall, or in the basement. Stay away from all windows. If you have enough warning/time and there is a basement, go to basement of the home or apartment.

**Fire Emergency:** Exit apartment immediately. All mentees should evacuate to name of designated place for each residence. *DO NOT* attempt to take items – just get out!

**Personal Safety Emergency:** If someone is threatening/utilizing violent behaviors call 911.

**Emergency Drills:** Staff will educate mentees on emergency procedures upon arrival and bi-weekly thereafter; and will have mentees participate in fire safety and CPR training.

### **Apartment Inspections**

The Daughters of Zion Transformational Living House staff reserves the right to inspect the houses and apartments for cleanliness and safety. Written weekly apartment reviews are conducted by staff as an ongoing part of daily living skills training and monitoring. These forms are left in the apartment/house with specific notes indicating the areas needing improvements. The staff will look for health or safety hazards requiring immediate action by mentees.

### **Contraband Items**

All mentees have a right to a safe and healthy house environment, free from dangerous or potentially dangerous items as well as items which may be offensive. Potentially dangerous items and contraband will be confiscated and held secure. Potentially dangerous items and contraband are defined as any items which can be used as weapons, instruments of self-harm, or which may pose threat of injury. Staff reserves the right to determine what is classified as potentially dangerous items or contraband.

Possession of any weapon or potential weapon will be considered as the intent to use and receive the consequence of being immediately reported to the proper authorities and dismissed from the program.

Other contraband items include pornographic material, illegal drugs or drugs not prescribed to you, alcohol, prescription and/or non-preparations. The consequence for such possession will result in termination from the program and your parole officer will be notified. **Group**

### **Schedule**

Groups at The Daughters of Zion Transformational Living House are Biblically based, Christ-centered, psycho-educational and designed to assist mentees in the development of skills necessary for successful personal, family and community living. Areas of focus in groups include memorizing scripture and learning its practical application in daily life; life skills development, emotional management, socialization, financial competency and good stewardship, vocational readiness and vocational training, problem solving, strategic planning and leadership communication skills.

Participation in the groups will be pre-determined by the mentee and the mentee's Recovery Coordinator and will be documented on their personalized, individual Life Recovery Path Plan.

Mentees are expected to maintain the confidentiality of the groups in which they participate. Mentees are expected to act appropriately during all groups. This includes but is not limited to: being on time for group, calling or filling out a group excuse form in advance of the group notifying group leader and Recovery Coordinator of any unavoidable absence from group or tardiness (required Community Supervision reporting, medical, job appointments, etc.), being attentive during group, actively participate in group, and being respectful of all group members

and staff. No phones will be allowed to be used during any meeting, unless an emergency.

### **Group Sign-In**

Mentees are required to have their Group Sign-In sheets signed by staff to verify participation in groups. Mentees must be present for 80% of the group meeting in order to be marked as in attendance. If mentees are going to miss a group due to a conflicting, necessary appointment mentee must have this person they are meeting sign the Group Sign-In to verify this meeting.

### **Group Excuse Form**

If you can't make a group for whatever reason a group excuse form needs to be filled out and turned into your Recovery Coordinator prior to missed group. If you are unable to fill out this form; a voicemail can be left in your Recovery Coordinator's voicemail box and the signed excuse form turned in within 24 hours.

### **Individual Recovery Meetings**

In addition to groups mentees are required to participate in weekly individual recovery meetings. During these sessions, mentees work with their Recovery Coordinator to establish a Recovery Life Path Plan and work through the "I See ME Free" Workbook/text.

### **Leave Slips**

After three months of successful DOZ Transformational Living House participation, if you need or want to be gone from the apartments overnight, a leave slip needs to be filled out at least 72 hours/3 days prior to the desired leave date, returned and approved by your Recovery Coordinator. It is an incentive program, so it all depends on how much time you invest in your program as to when you will be allowed this opportunity. It is your program; it is your life.

### **Sobriety**

DOZ Transformational Living House recognizes the importance of continued support and education for those mentees newly in recovery from alcohol and drugs. DOZ staff may recommend active involvement in Celebrate Recovery meetings and/or other recovery programs. They will maintain a Celebrate Recovery log and assist the mentee in securing a sponsor.

### **Program Discharge**

The maximum length of stay in the Daughters of Zion Transformational Living Program is 3 months, unless otherwise considered by staff and Executive Director, 12 – 14 months would be the longest possible term. Program discharge occurs for a variety of reasons: completion of program, inappropriate placement, violation of conditions for residence and leaving the program without notice.

### **Successful Completion**

A mentee is considered to have successfully completed the program when they can maintain interdependent living with stable, head-of-household level employment, permanent independent, safe housing, active participation in a Bible-based church and making a positive contribution to their community. We are committed to help you succeed in every way.

### **Inappropriate Placement**

When a mentee's level of functioning, physical condition, at risk behavior, or noncompliance with the program preclude them from taking full advantage of the transformational living program they are referred to placements more compatible with their needs, and/or parole is contacted.

### **Non-Compliance**

If a mentee is out of compliance with their Recovery Agreement, Recovery Life Path Plan, and/or Occupancy Agreement, depending on the gravity of the infraction, the first consequence would be a Disciplinary Report and consequence to the action voted by the residence, and a Written Behavior Modification Plan. If this proves to be ineffective and Revised Written Behavior Modification Plan will be issued to the mentee, and other consequences voted upon. If the mentee continues to be non-compliant, a Notice of Dismissal from the DOZ Transformational Living Program will be issued.

### **Immediate Dismissal**

If staff determines the mentee's behavior puts others at risk, Dismissal will be immediate; and all appropriate referrals and reporting will immediately take place, and they will be removed from the premises.

### **Leave without Notice**

When a mentee leaves the program without notification of The Daughters of Zion Transformational Living House staff, after a seventy-two-hour period; the same paperwork for Immediate Dismissal is issued and they are discharged. Their parole officer is immediately notified.

**The Daughters of Zion  
Transformational Living Program Checklist**

(Please Check All Which Apply)

1. I am ready and choose to live a Christ-centered, productive, joyful, obedient, loving, healthy life.
2. I believe my recovery and my new life in Christ is possible.
3. I will memorize my 7 Wholeness Steps and participate in all my Recovery Life Path Plan.
4. I understand recovery is a process, and I commit to being patient and honest with myself, staff, and fellow program participants regardless of how challenging things may be.
5. I understand part of the learning process involves staff and some specific other accountability partners and/or mentors or sponsors holding me accountable to my goals and healthy behaviors. I commit to speaking up when I have negative/destructive thoughts or feelings and learning to give those to Christ.
6. I have read and understand the guidelines of The Daughters of Zion Transformational Living Program and my responsibility as a mentee of this transformational living program I agree to. Anything I did not understand I brought up to staff and it has been explained to me.
7. I am ready for *CHANGE!* **C**-hoose **H**-abits **A**-round **N**-ew **G**-rowth **E**-veryday
8. I am ready to turn my will and my life over to Jesus Christ as my personal Savior and trust Him to guide me into my destiny! My victory in Christ is now!

If there are any statements not marked The Daughters of Zion Transformational House might not be the best program to fit your needs. If this is the case, feel free to ask staff for other referrals. If you have circled all The Daughters of Zion Transformational House numbers, this could be the best-chosen place for you, and you are very welcome to continue with the program's screening process. We love you and want what is best for you! Welcome!

\_\_\_\_\_  
Signature of Mentee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

**Release Of Liability  
for Participation**

**State of Georgia**

1. I, and anyone claiming on my behalf, releases and forever discharges LifeChangers Legacy, Chebar Ministries, Inc. and its affiliates, successors, and assigns, officers, employees, representatives, partners, agents and anyone claiming through them (collectively, the “Released Parties”), in their individual and/or corporate capacities from any and all claims, liabilities, obligations, promises, agreements, disputes, demands, damages, causes of action of any nature and kind, known or unknown, which I may have or claim to have against LifeChangers Legacy, Chebar Ministries, Inc. arising out of or relating to any injury, loss or damage to person or property that you may deem sustained as a result of participation in the Activity (“Claims”).
  
2. I agree to indemnify and release LifeChangers Legacy, Chebar Ministries, Inc. against any and all claims, actions, lawsuits, damages, and judgments, including attorney’s fees, arising out of or relating to my participation in this Activity.
  
3. This Release for Participation in an Activity or/and Program shall not be in any way construed as an admission that I have acted wrongfully with respect to you or any organization representatives, at this time, but only to insure this “Release” constitutes the entire agreement between the parties and supersedes any and all prior oral or written agreements or understandings between the parties concerning the subject matter of this Release. This Release may not be altered, amended or modified, except by a written document signed by both parties. The terms of this Release shall be governed by and construes in accordance with the laws of the State.
  
4. I have carefully read and fully understand all the provisions of this “Release of Liability” and am freely, knowingly and voluntarily entering into this “Agreement”.

**SIGNATURE**

---

*Signature of Student/Mentee*

*Date*

---

*Name of Student/Mentee*



## Code of Conduct

What we, and God expects of you and me, and what we should be at all times.

**Dignity:** Dignity is the condition or state of being worthy of respect, decent treatment, appropriateness, honesty, truth and justice, with no pettiness or meanness. We act as though Jesus Christ is present because He is. When performing tasks, we represent our Father God. My position of Mentee/Student represents being part of this LifeChangers Incentive Mentorship Program. This participation of the program continues to the prisons and I will behave accordingly at all times.

- \* Consistent qualities of generosity, gentleness, attentiveness, patience, dependability, honor, respect, flexibility, confidentiality and truthfulness expressed in daily behavior is part of acknowledging one's own dignity and that of all persons and is required of staff and volunteers.
- \* Recognize and cultivate the potential of each person and the organizations engaged; do not limit or over-estimate existing abilities or the ability to grow.
- \* Discover and value individual and group differences. Rather than regarding demographic groups (e.g., age, ethnicity, educational, professional or socio-economic) in a preconceived way, discover how differences can be assets.
- \* Listen respectfully to the input of our community partners and the members of all segments of LifeChangers Legacy, Chebar Ministries programs. Within our sphere of influence, effect positive change to improve outcomes.
- \* Communicate regularly and convene meetings at least monthly for staff, volunteer leaders, and clients, and at least quarterly with collaborative service providers to gain direct feedback and a variety of vested viewpoints.
- \* Appropriately acknowledge the contributions of all participants.
- \* Explicitly inform all Ministry Name staff, volunteers and clients of personal privacy and information security, which may not be construed to be blanket confidentiality because of legal obligations to comply with current Federal, Georgia, and local county or municipal codes. Clients have a right to expect confidentiality within the limits of the law, and to be explicitly informed about the legal exceptions to confidentiality.
- \* Do not exploit the trust or foster the dependency of others.
- \* Termination of services for staff, volunteers, mentors, or students/mentees will be done respectfully and with explanation that is factual with specific examples.
- \* Mentees/Students have a right to expect quality service provided by concerned, trained, professional and competent staff, volunteers, and mentors.
- \* Timeliness of mentee/students, staff, volunteers and mentors, is reasonable and respectful; when running late, every earnest attempt to contact the proper staff person or volunteer leader or

accountability partner is made; absenteeism is not acceptable without a good reason. We would expect the same of everyone, as we all are doing all things as unto the Lord.

- Each of LifeChangers Legacy, Chebar Ministries staff, volunteer, mentor, mentee/student, is responsible for promoting a courteous, respectful, and professional environment. Unwelcome, insulting, or offensive remarks or intimidating behavior have no place at LifeChangers Legacy, Chebar Ministries and will not be tolerated. You will be given 3 sanctions with no incentives, or positive write-ups, and then will be removed from the program.

**Wisdom:** The common definition of wisdom is *the right use of knowledge or sound judgment* for the choice of laudable ends, and of the best means to accomplish them. It is important to be mindful of the continuum of mental operations that begins with data becoming facts or information when it is contextualized. Information becomes knowledge when remembered in its original context and can be usefully generalized in additional appropriate contexts. Knowledge becomes learning when changes in thought processes result in lasting behavior change. Wisdom is more than learning. It is the creative use of multiple learning's within the organizing structural context of the Word of God.

By signing below,

I have read and agree to the terms of the Code of Conduct of LifeChangers Legacy Programs, Chebar Ministries, Inc. and in the moving forward with commitment to change and become all God has created me to be, from this day and forever more for my life.

---

Your Name

Date

---

Accountability Partner

Date

## **Confidentiality Agreement** **Mentee**

This Confidentiality Agreement ("Agreement") is made and effective this \_\_\_\_\_  
(Date), by and between \_\_\_\_\_  
Mentee" and "Volunteer", "LifeChangers Legacy, Chebar Ministries".

WHEREAS, the Mentee committing to work with the Volunteer as a Mentor or Instructor in the "I See ME Free" program. During the Volunteer's relationship they may review certain materials and products of the program, but the LCL Organization wishes to retain confidentiality about the same for protection of developmental materials of (LCL) LifeChangers Legacy, Chebar Ministries, Inc.

THEREFORE IN CONSIDERATION THEREOF, the Mentee and the LCL Organization hereby agrees to the following terms and conditions set forth herein:

1. Confidential Information. Mentee proposes to disclose certain of its confidential and proprietary information ("Confidential Information") to LifeChangers Legacy. Confidential Information shall include, but is not limited to data, personal information, and other information disclosed or submitted, orally, in writing, or by any other media, to LifeChangers Legacy. Confidential Information disclosed orally shall be identified as such within five (5) days of disclosure to another. Nothing herein shall require Volunteer to disclose any of its information, unless otherwise agreed upon.

2. Volunteers Obligations: A. Volunteer agrees that the Confidential Information is to be considered confidential and proprietary to the LCL Organization, shall hold the same in confidence, shall not use the Confidential Information other than for the purposes of its business with Volunteer and Mentee, and shall disclose it only to its officers, directors, or employees with a specific need to know, (unless otherwise specified by Director or Office).

B. Confidential Information furnished in tangible form shall not be duplicated by Volunteer or Mentee except for purposes of this Agreement. Upon the request of Volunteer or Mentee, shall return all Confidential Information received in written or tangible form, including copies, or reproductions or other media containing such Confidential Information, within fifteen (15) days of such request, if duplicated.

3. Term. The obligations of Volunteer and Mentee, herein shall be effective today and from the date this document, last discloses any Confidential Information to Volunteer pursuant to this Agreement.

4. Authorized Disclosure. Volunteer or Mentee, shall authorize under this Agreement with respect to Confidential Information of which is or becomes available without breach of this Agreement by Volunteer or Mentee; is rightfully received by both parties, is developed by LCL without breach of this Agreement; provided. All documents signed and agreed upon are confidential within the LifeChangers Legacy office and is not released to any outside entity, nor will be used for any other purposes.

5. No License. Nothing contained herein shall be construed as granting or conferring any rights by license or otherwise in any Confidential Information. It is understood and agreed that neither party solicits any change in the organization, business practice, service or products of the other party, and that the disclosure of Confidential Information shall not be construed as evidencing any intent by a party to purchase any products or services of the other party nor as an encouragement to expend funds in development or research efforts. We provide a licensing agreement, if purchasing is requested, another document will be provided.

6. Truth is our basis for doing all we do for the betterment of individuals and society; and we expect all who are serving in the Name of the Lord Jesus Christ, to live in Truth. Any breach of this Confidentiality Agreement by the Volunteer could be punishable by law and/or may incur fines by law.

IN WITNESS WHEREOF the parties have executed this Agreement as of the date first written above.

\_\_\_\_\_  
*Print Mentee Full Name*

*LifeChangers Legacy, Chebar Ministries, Inc*

\_\_\_\_\_  
*Sign Mentee Name*

Pamela (Winderweedle) Hillman  
Organization and President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## PUBLICITY RELEASE

We publish group and individual pictures and video's on our website, Social Media and many other media sources. You are part of this supportive group and we need your permission to do this and to keep you updated, as well.

Thank you for being a part of all we are doing in helping bring change to God's chosen.

I, \_\_\_\_\_ grant permission for *LifeChangers Legacy, Chebar Ministries, Inc.* to use or publicly display my name, video, photograph, or audio clip without further notice, (if any are taken) only for the purposes of teaching, training, advertising, promoting, and marketing of LifeChangers Legacy, Chebar Ministries Inc.

I, \_\_\_\_\_ do NOT grant permission for *LifeChangers Legacy, Chebar Ministries, Inc.* to use or publicly display my name, video, photograph, or audio clip.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date