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# MATERNITY HOME GUIDELINES

Abbreviated Version for Applicants

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Redeeming Life Outreach Ministries

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## Table of Contents

**ADMISSIONS OVERVIEW..... 2**

- Welcome .....2
- Our Mission .....2
- Our Program .....2
- Admissions Policy .....3
- Admissions Process.....3

**PROGRAM ELEMENTS AND CORE EXPECTATIONS..... 3**

- Financial Literacy .....4
- Debt.....4
- Budget.....4
- Savings Plan.....4
- Mental Health Counseling .....5
- Parenting .....5
- Education .....5
- Employment .....6
- Volunteering.....6
- Spiritual Foundation and Growth.....6
- Life Skills .....6

**HOUSE POLICIES ..... 7**

- Financial Responsibilities.....7
- Transportation .....7
- TV, Radio, Internet and Computer Use.....8
- Personal media Devices.....8
- Visitors/Visitation/Mail .....8
- Personal Hygiene and Dress Code .....8
- Laundry .....8
- Inspections .....9
- Discipline Policy .....9
- Weapons .....9
- Child Care .....9

**DAILY SCHEDULE ..... 9**

**HOUSEKEEPING ..... 10**

## ADMISSIONS OVERVIEW

### Welcome

Welcome to the Redeeming Life Maternity Home. We are a Christian maternity home for single expectant women. We pray your residency will prepare you for your future and equip you with tools that will help you master everyday life situations. We are here to assist and help you achieve that goal.

This Policy Handbook has been prepared for you to provide a detailed description of our residential program. Please familiarize yourself with our expectations and regulations. Our hope is that this house will be considered your home and a place of comfort, peace and growth as you prepare for your baby's arrival. As with any home, rules and expectations are present to ensure peaceful coexistence for all residents.

All the guiding principles of Redeeming Life are based on the fruit of the Holy Spirit:

*But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law. Galatians 5:22-23*

### Our Mission

Motivated by God's grace, Redeeming Life Outreach Ministries seeks to reach out with the love of Christ to support single expectant mothers. We do this by providing a safe, stable, Christ-centered home with opportunities for growth in their relationship with their Savior, as well as career, parenting, and life skills education, that they might love and care for their children as God loves and cares for them.

*"Little children, let us not love in word or talk, but in deed and in truth."*

1 John 3:18

### Our Program

Redeeming Life's maternity home program is a comprehensive, live-in, full-time life-skills training program for single, pregnant women in crisis. **We believe that faith, family, and education are key to living a happy, healthy, hope-filled life.** With that in mind, our residents live together as a family, and they eat, pray, and study God's Word together. They learn to support and forgive one another and to accept forgiveness. **Redeeming Life is NOT an emergency shelter, pregnancy center, medical center, day program, walk-in clinic, or crisis counseling center.**

## Admissions Policy

At Redeeming Life, we recognize each of our applicant's situations will be unique. Therefore, each case will be evaluated on an individual basis. If we are unable to offer you residency at Redeeming Life, our staff will make every effort to work with other community agencies to assist you in finding a program that best meets your needs.

After your personal interview with our admissions staff, our team will meet to review your application and decide if residency at Redeeming Life is the best option for you. **It is important for you to know that residency at Redeeming Life is completely voluntary.** Our decision to admit you into the home is in no way binding upon you; you are free to accept or reject the offer.

Our admissions policy also requires that prospective residents must pass a comprehensive drug test, psychological screening, and full background check. Reading, understanding and accepting the policies outlined in this manual are part of your admissions process. After reviewing the guidelines with your admissions counselor, and after you agree to our policies, procedures and rules, you will be asked to sign a letter of acceptance, which will become part of your file. Redeeming Life reserves the right to revoke your residency at any time.

## Admissions Process

1. **Guidelines:** Applicant reviews our Guidelines (this document) or FAQ's to determine if the program is right for them.
2. **Application:** Applicant completes an application (online form or MS Word doc)
3. **Admissions Review:** The admissions team reviews the application to determine if the program will meet the applicant's needs. The result is either an invitation for a personal interview or a referral to another ministry for services.
4. **Phone Interview:** Applicant is called to clarify application answers and schedule interview.
5. **In-Person or Video Interview:** Applicant meets with admissions staff for a personal interview, tour, and discussion and Q&A about the program.
6. **Invitation for Residency:** Applicant is given a formal Invitation for Residency with documents outlining what acceptance entails.
7. **Admissions Testing:** Prior to moving in, the applicant must take and pass urine drug test and background check. Once passed, a move-in date is set.
8. **Move-In:** Applicant brings personal belongings on move-in day, and agrees that all bags, suitcases, personal belongings, and assigned bedroom are subject to inspection during the move-in process by RLOM staff. Applicant meets with staff and signs intake paperwork which includes written documentation to certify that she agrees to comply with RLOM Program Policies.

## PROGRAM ELEMENTS AND CORE EXPECTATIONS

### Financial Literacy

*"No one can serve two masters, for either he will hate the one and love the other, or he will be devoted to the one and despise the other. You cannot serve God and money." Matthew 6:24*

Every resident begins the RLOM Financial Literacy Core the first week of residency. This includes financial education using Dave Ramsey's Financial Peace University lessons along with practical activities and modules. In addition to these lessons, residents are required to open a checking and/or savings account and provide monthly bank statements during Life Coach Meetings.

**Core Expectations: Resident completes 10 units within the first 90 days of their residency.**

### Debt

*"The rich rules over the poor, and the borrower is the slave of the lender."  
Proverbs 22:7*

Residents will establish a plan to eliminate all existing debt. New debt is prohibited while participating in the Redeeming Life Maternity Home Program.

### Budget

*"By wisdom a house is built, and by understanding it is established; by knowledge the rooms are filled with all precious and pleasant riches." Proverbs 24:3-4*

All residents will establish and maintain a budget for monthly and yearly expenses while participating in the Redeeming Life Maternity Home Program. This budget plan will consist of fixed, recurring, and variable expenses. These expenses shall not exceed 40% of a resident's income. The first budget plan will be established by the end of the first month of residency. This budget plan will be reviewed in weekly Life Coach Meeting.

*"On the first day of every week, each of you is to put something aside and store it up as he may prosper..." 1Corinthians 16:2*

### Savings Plan

All residents will establish and maintain two savings plans while participating in the Redeeming Life Maternity Home Program. The first plan will be 40% of all net/disposable income and established specifically for "move-out fees." These funds belong to the resident. However, these funds are not permitted for use for any expenses except those related to establishing self-sufficient living outside the Maternity Home.

A second savings account plan will be 10% of all net/disposable income. The money saved in this account is for any specific need designated by the resident.

Core Expectations: Residents will establish a debt elimination or reduction plan and begin a budget plan to save 50% of income, spend 40% of income, and donate/give back (tithe) 10% of income within the first 90 days.

### **Mental Health Counseling**

*"Without counsel plans fail, but with many advisers they succeed."*

*Proverbs 15:22*

All women will attend individual counseling as a participating resident of Redeeming Life Maternity Home program. The first four sessions with a professional counselor are mandatory and provided by Redeeming Life Outreach Ministries, Inc. An additional four sessions will be provided if additional counseling is advised.

Core Expectations: Resident will attend four counseling sessions. The first will be within two weeks of their move-in date.

### **Parenting**

*"Train up a child in the way he should go; even when he is old he will not depart from it."*

*Proverbs 22:6*

All residents are required to have pre-natal and post-natal care for self and baby. Proof of pregnancy is required upon admission. Any resident seeking or contemplating adoptive placement for her infant will be provided with a licensed adoption counselor.

Core Expectations: Residents will schedule initial doctor's appointment within five days of their move-in date if it has not already occurred. Residents will complete Parenting Units within identified times.

### **Education**

*"...wisdom is better than jewels, and all that you may desire cannot compare..."*

*Proverbs 8:11*

If a resident does not possess a high school diploma or GED, she will work to achieve that educational goal. Residents pursuing higher education should research field of interest during the first and second week of residency.

## Employment

*"Whatever you do, work heartily, as for the Lord and not for men..."*

*Colossians 3:23*

Residents will seek honorable employment outside the home. chooses the employment path, it must be at least 32 hours weekly either one full time or two part-time positions.

## Volunteering

*"Let brotherly love continue. Do not neglect to show hospitality to strangers, for thereby some have entertained angels unawares." Hebrews 13:1-2*

All residents in the RLOM Program are required to volunteer time in support of qualified not-for-profit agencies.

**Core Expectations:** A resident who has not yet obtained a GED or high school diploma, will begin working immediately on completing this requirement. All residents will secure either full-time or part-time employment within 21 days of admission.

## Spiritual Foundation and Growth

*(Jesus says) "I am the vine; you are the branches. Whoever abides in me and I in him, he it is that bears much fruit, for apart from me you can do nothing." John 15:5*

Redeeming Life Outreach Ministries, Inc. is a faith-based service organization of the Lutheran Church-Missouri Synod. Our mission is to reach out with the love of Christ as we offer physical and emotional support to our residents. Residents are offered opportunities to engage in spiritual growth with other residents, the church community, and individually. RLOM believes families who worship together have healthier and positive relationships with each other. Therefore, all residents are expected to attend worship services at Lutheran Church of the Redeemer and Bible class on Sunday morning.

**Core Expectations:** Attend weekly services, Bible class, and "Explorations" class at Lutheran Church of the Redeemer. Participate in family devotions and Bible studies.

## Life Skills

*"For the Lord gives wisdom; from his mouth come knowledge and understanding; he stores up sound wisdom for the upright; he is a shield to those who walk in integrity, guarding the paths of justice and watching over the way of his saints." Proverbs 2:6-8*

A life skill is the proficiency, ability, or technique you use to enhance and sustain a quality human existence. While residing at Redeeming Life Maternity Home, you will receive training and be

directed to learn skills improving your manner of living. These lessons and skills are associated with managing and building a better quality of living, and help you accomplish your ambitions and full potential.

**Core Expectations: Resident will actively participate in and gain healthy and practical life skills while enrolled in the program.**

## **HOUSE POLICIES**

Our goal at Redeeming Life is to provide a wholesome household environment of trust, security, support, encouragement, and mutual respect between all who live and work here. Policies and procedures are developed and established to insure the protection, safety, and stability of the home and all residents and visitors.

### **Financial Responsibilities**

Redeeming Life Maternity Home receives gifts and donations from the local community, individuals, and churches designated to assist residents with personal hygiene products, clothing, food items, linens, baby cribs, and many other items. When donations are not available, a resident is expected to purchase necessary personal care items.

Each resident is responsible for all personal medical expenses and those of her baby.

### **Transportation**

Residents may own a personal vehicle. A valid Florida driver's license, proof of insurance, and vehicle tags must be provided to Redeeming Life Outreach Ministries. All residents may participate in provided house transportation as scheduled for Walmart grocery and general shopping, special planned house events and outings, and hospital delivery. Residents are not allowed to transport other RLOM residents in their personal vehicle.

Residents must provide their own transportation to work, school, day care, doctor or medical appointments of self and child, and any shopping outside the weekly scheduled Walmart trip.

**TV, Radio, Internet and Computer Use**

A community television is provided for use by all our residents. No televisions are permitted in the resident's bedrooms. Television program viewing is prohibited from 9:00 a.m. until 5:00 p.m., Monday through Friday, and never past 10:00 p.m. every day of the week. A clock radio is provided in each bedroom. Internet access is available for use on laptop computers only. At least one computer and printer are made available for use by our residents.

**Personal media Devices**

The same guidelines that apply to the community television and clock radio apply to your personal devices. In addition to the fore-mentioned guidelines, residents will not use their personal or house phone during the hours of 12:00am and 6:00am, unless it is an emergency. Use of personal devices is not allowed during evening family devotions, house meetings, and meal times. As courtesy and in respect of other residents, no personal device or phone conversation should be audible in common areas. Violation of this policy results in loss of phone use after 10:00 p.m.

**Visitors/Visitation/Mail**

No family or friends of a resident are allowed inside the home. All meetings with professional mental health counselor, outside agencies, and other health care or social agency providers will be scheduled off-site.

Residents are permitted to spend time with family and friends outside the home after 30 days from the resident's initial move-in date. Overnight passes are limited to one night per month after resident completes the first 12 weeks of structured program.

Residents may receive daily mail delivery at the home physical address. All outgoing and incoming mail is sorted and distributed by Redeeming Life Staff. Outgoing or Incoming special handling or large packages must be discussed with Redeeming Life Staff. Postage is the responsibility of each resident.

**Personal Hygiene and Dress Code**

It is expected that all residents will daily brush teeth, bathe, use deodorant, and wear clean clothes. Frequent and proper hand washing is essential for the health and sanitary environment of all residents.

**Laundry**

Redeeming Life Maternity Home provides an electric washer and dryer for use by all residents. Residents are assigned a personal laundry day by the Residential Manager and are to respect the

other residents by adhering to the posted schedule. All personal bed sheets and linens and bath towels are washed weekly by the resident.

### **Inspections**

All bags, suitcases, backpacks, rooms, and personal belongings are subject to inspection at any time. Thorough inspections begin at move-in and continue daily and weekly for cleanliness of personal and common space. Inspection schedule is at the discretion of Residential Manager. All rooms are to be ready for daily inspection by 9:00 a.m. Monday through Friday, 10:00 a.m. on Saturday, and 8:45 a.m. on Sunday. Rooms should be "model home" worthy.

### **Discipline Policy**

Consequences for our actions are a part of everyday life and are either negative or positive. Non-compliance with Redeeming Life policies or house guidelines will result in a documented violation. All warnings will be documented and a challenge or corrective action assigned.

### **Weapons**

Weapons of any kind are not permitted on Redeeming Life Outreach Ministries, Inc. properties.

### **Child Care**

Each resident is solely responsible for the care of their children. No other resident nor any staff member is permitted to babysit or care for another resident's child. All child-care and babysitting will take place outside of the maternity home.

## **DAILY SCHEDULE**

Redeeming Life Outreach Ministries strives to teach and develop a life of responsibility, helpfulness, and accountability for every resident. During the hours of 9 a.m. through 5 p.m. Monday through Friday, residents are expected to be involved in productive activity either inside or outside the home. Residents working at home may enjoy a 60-minute break at the time of their choosing between 9 a.m. and 3 p.m. for meals, snacks, naps or rest.

All residents are ready for the day by 9:00 a.m., Monday through Friday, 10:00 a.m. on Saturday, and 8:45 a.m. on Sunday.

Evening mealtime is 6:00 p.m.-7:00 p.m. and served family style. All residents will participate in daily devotions during the evening meal time. Breakfast is completed by 9:00 AM and breakfast and lunch is each resident's responsibility.

Daily housekeeping chores and personal time is 7:00 p.m.-10:00 p.m. Monday through Friday. Saturday is a "day off" and residents are free from regular schedule 10:00 a.m. – 6:00 p.m. Sunday afternoon residents are free from regular schedule 1:00 p.m.- 6:00 p.m.

Quiet hours are 10:00 p.m. -5:00 a.m. Sunday through Thursday and midnight Friday and Saturday.

## **HOUSEKEEPING**

Residents are required to participate in housekeeping chores to maintain a safe, clean home at all times. Daily, weekly, and monthly chores will be assigned to each resident. All completed chores will be subject to inspection.

### Daily Chores

Daily chores are assigned and posted in the kitchen area. The Residence Manager will make assignments and will re-assign at her discretion only. Daily chores must be completed before a resident turns in for the night, or by 10:00 p.m.

### Weekly & Monthly Chores

It is preferable that all weekly and monthly chores be completed on the weekend, between Friday morning and Sunday evening. Monthly chores are completed on last weekend of each month.