

Martinsburg Union Rescue Mission

The main purpose and the reason the Rescue Mission exists is to fulfill the great commission as outlined by Jesus Christ in Matthew 28:19 and 20: Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you and lo, I am with you always, even to the end of the age, Amen. The general purpose of all the residential rehabilitation programs is to prepare men to return to the mainstream of our society and become responsible productive members of that society

The Martinsburg Union Rescue Mission currently operates a guest entry and four residential rehabilitation programs. Our current facilities have the capacity to provide temporary shelter and transitional residence for a total of 84 men.

The purpose of the Mission's guest entry is to provide emergency and short-term shelter, food and clothing. Upon arrival at the Mission, a Guest intake is given that consist of information gathering of the guest and signature agreement acknowledging requirements in staying at the Mission. In our guest program, an individual may stay up to 7 straight days. During this time, they must show signs that they are working towards taking steps to move forward in their life circumstances by attending daily chapel services, participate in daily work assignments around the Mission, attend required classes during their 7 day stay. Guest length of stay is generally limited to seven days per calendar month and a total of twenty-eight days per calendar year. Extensions may be granted on a case by case basis for men waiting for housing or transferring to an alternative community program. After assessing a new man's needs, staff will offer the Residential Rehabilitation Program here at the Mission. If the guest accepts entrance into the RR program, they will start with the **Mission's Spiritual Recovery Program. A strict, no tolerance of drugs and alcohol atmosphere is maintained. Upon entering Resident status and SRP each person is required to attend the 60-day Discipleship Track entry level classes. The Discipleship Track entry level classes consist of Biblical studies, addiction recovery classes, chapels, the Mission Support Program, etc. These first couple of months will provide a good start in developing the 5 Values of Christ-centered, Servant-leadership, Transformation, Stewardship, and Excellence in everyone for successful living. Once completion of the DTEC the person continues in the resident program and can go on to employment outside the Mission if ready.**

If the guest does not offered or refuses the MSPR they will be referred to an alternative community program or organization if the person's needs require. These include, but are not limited to Shenandoah Community Health Care (physical health care), East Ridge Health System (mental health care), WVU Universities East (physical and mental health care), Veteran's Affairs, Telamon Corporation (housing assistance), WV Coalition to End Homelessness, Department of Health and Human Resources, Congregational Cooperative Action Program, Catholic Charities, Salvation Army, or other organizations in the general geographical area.

Describe your current situation

Explain why you think you are ready to receive help and make changes in your life

Guest Intake Information

Name

Height

Birthday

Weight

SSN #

Hair Color

Photo ID # / State

Eye Color

Known Aliases

Please list any and all previous shelters / Missions stays

Current Contact Information

Mailing Address /City/ State

Cell Phone Number

Email

Do you have a vehicle? _____

If yes, please list color, make / model and tag number _____

***PLEASE NOTE: UPON LEAVING / COMPLETING THE ANY OF THE MISSION PROGRAMS, YOUR VEHICLE MUST BE REMOVED FROM OUR PROPERTY WITHIN 3 DAYS OF YOU LEAVING. FAILURE TO DO THIS WILL RESULT IN YOUR VEHICLE BEING TOWED FROM OUR PROPERTY AT YOUR EXPERENSE.**

Where did you last sleep before coming to the Martinsburg Union Rescue Mission?

_____ Have you been continuously homeless (on the street, in an emergency shelter or other Mission) for at least one year?

Spouse's Name
Children's full name and ages

Emergency Contact

Name

Address
_____ Phone

Current Church

Current Pastor

Previous Church

Previous Pastor

Religious Background

Currently own a bible.

Educational Background

Do you have a High School Diploma? _____ Yes or _____ No

Do you have a GED? _____ Yes or _____ No

If you do not have a High School Diploma or GED what is the highest grade you completed? _____

What is the highest level of College you have Completed?

Veteran Information

Are you currently serving in the Armed Forces? _____ Yes or _____ No

Are you a Veteran? _____ Yes or _____ No

Do you have an Honorable Discharge? _____ Yes or _____ No

What Branch of the Armed Services did you serve? _____.

Are you registered with the VA? _____ Yes or _____ No

Do you have your DD214? _____ Yes or _____ No

State Benefits (Yes or No):

SNAP _____ Registered with Workforce _____

Insurance _____ Type of Insurance _____

Income

Please check any of the benefits below which you receive and the amount which you receive monthly. If this information changes at any point during your stay with us, you will need to notify the Mission Supervisor immediately.

	Amount Received
_____ Social Security	_____
_____ Disability	_____
_____ Welfare Benefits	_____
_____ Veterans Benefits	_____
_____ Pension	_____
_____ Survivor Benefits	_____
_____ Other _____	_____

Do you currently owe child support? _____ Yes. _____ No

If so, what is your monthly child support payment? _____

How will your family be cared for while in the Mission's Discipleship program?

Medical Information

Current Doctor

Office Phone

Address

Are you Hepatitis-C Positive _____ Yes _____ No _____ Initials

Current Medical Conditions

Current Medications (with dosage)

Have you ever been treated for mental illness? _____ Yes _____ No

Substance Abuse

Prescription Medication will be turned over to staff to be locked up in the Medication file and logged in and out by staff and person that owns the Meds.

At NO time will anyone be able to have Prescription medications of any kind legal or illegal on them or their property while staying here at the Mission. Upon leaving the Mission they may sign out their Meds to take with them. Any Prescription medication left behind after a person leaves the Mission after 30 days will be discarded.

Are you currently under treatment / in a recovery program for drugs or alcohol?

Current addiction

Current treatment

Do you have a history of using drugs and /or alcohol? ____Yes ____No

What is your drug of choice? _____

List secondary drugs you have used

What age did you start using drugs and /or alcohol? _____

How many years have you actively used? _____

What is your longest amount of uninterrupted clean time (do not include time while being incarcerated) _____

When have you last used or drank? _____

How many rehabs/ recovery have you been in? _____

List your last rehab/ recovery program:

Do you struggle or have issues with any of the following? (Circle all that apply)

Gambling. Pornography Sexual Addiction Anger Eating disorders

Legal

Are you a registered sex offender? Yes / No (Please Circle)

Do you currently have any court cases and outstanding fines? ____Yes ____No

If so please explain:

Do you have an attorney? ____Yes ____No

If so please list: _____

Have you ever been arrested? ____Yes ____No

If so, how many times? _____

List all the crimes for which you have been arrested and the approximate date:

Are you currently on Parole or Probation? Yes ____ No ____

If so: Agent's Name _____

Phone _____

Location _____

What is your regular report day and frequency?

- Are you under court order to pay restitution and fines? Yes ____ No ____

If so, explain:

Employment

Are you currently employed?

Place of employment

Length of time employed

Please list the jobs you have held in the last five years:

What is the longest stretch of continuous employment? _____

Have you ever lost a job because of substance or alcohol abuse? ____ Yes ____ No

What skills do you have?

Have you ever attended any trade schools? ____ Yes ____ No

Do you possess any trade licenses? Yes _____ No _____ If so, please list:

By signing below, you are stating that everything listed above is factual and accurate. If any of the information you have provided is untruthful, you will be immediately asked to leave the Martinsburg Union Rescue Mission.

Print Name _____

Signature _____ Date _____

FOR MISSION USE

For Verified By _____
PRINT NAME SIGN NAME

Residential Rehabilitation Program

Mission's Spiritual Recovery Program. A strict, no tolerance of drugs and alcohol atmosphere is maintained. Upon entering Resident status and SRP each person is required to attend the 60-day Discipleship Track entry level classes. The Discipleship Track entry level classes consist of Biblical studies, addiction recovery classes, chapels, the Mission Support Program, etc. These first couple of months will provide a good start in developing the 5 Values of Christ-centered, Servant-leadership, Transformation, Stewardship, and Excellence in everyone for successful living. Once completion of the DTEC the person continues in the resident program and can go on to employment outside the Mission if ready.

The Mission's **Support Program** is the primary program that new men enter. It is a Christian-based recovery program that restores structure and order through work assignments. These assignments include warehouse helpers that assist in our recycling program, cook helpers that assist in preparing and serving meals, housekeepers that clean and perform light maintenance, driver's assistants that help with donation pick-ups and store deliveries, wood and furnace crew, stockroom sorter, and facilities and grounds maintenance.

The Mission's **Employment Program** is a halfway program that allows men to reside at the Mission while employed in the community. Employment may be full-time or a combination of part-time employment in the community and part-time volunteer work in the community or at the Mission. Once a man enters the Employment Program, he is encouraged to find housing within one hundred eighty days. After ninety days a review of the man's financial stability will be conducted by a staff member, this requirement may be waived until a man is physically, mentally and financially capable to live outside of the Mission's structured environment.

The Mission's **Staff Program** is designed to allow men to continue in the Mission's Spiritual Recovery Program while providing avenues for increased responsibility and authority. A participant in this program assumes a residential staff position in administration, food services, housekeeping, transportation, store operations or facilities and grounds maintenance.

Except for the Employment Program, there is no length of stay limitations for any of the Mission's residential programs. However, the general purpose of all the residential rehabilitation programs is still to prepare men to return to the mainstream of our society and become responsible productive members of that society

I, _____ **RECOGNIZE** MY NEED for assistance hereby apply for admission to the Martinsburg Union Rescue Mission, Inc. to be a part of their **7 Day Guest Entry**. Between my sixth and seventh night, I will meet with Staff to decide if I want to apply for the Resident Rehabilitation program and a breathalyzer

and urine test will be given. A successful negative test is required for admittance into the Resident Rehabilitation Program. Refusal to participate in these tests will result in me being asked to leave the program until a time when I am willing to take the test. During this time, I understand I must attend daily chapel services at 12:15pm and 7:25pm, participate in daily work recovery program, and attend required classes. If I choose not to participate in the daily work recovery program, I understand I must take all my belongings with me every morning by 8:00am when I leave Mission property.

I, _____ **RECOGNIZE MY NEED** for assistance hereby apply for admission to the Martinsburg Union Rescue Mission, Inc. to be a part of the **Resident Rehabilitation program**. (They only fill out this paragraph when they have completed their 7-day Guest program).

I hereby agree for myself, my heirs, personal representatives or assigns that should any accident occur involving personal injury to myself or damage to my property during my residence at the Mission, to hold said Mission free of and harmless from any and all liability in connection therewith and do indemnify the said Mission, Staff and/or Board of Directors against any such loss.

Being of sound mind, I also realize that I not only have physical needs, but I have spiritual needs also. During my stay at the said Mission I desire abide by the Resident Rules which I have signed.

Any personal property left upon my departure from said Mission and not claimed and removed from said Mission within three days by me or my authorized representative shall become the property of the Martinsburg Union Rescue Mission to dispose of to the best interest of said Mission.

I acknowledge I shall remain drug and alcohol free while on Mission property, failure to do so will result in being placed in the Guest Entry for a minimum of 30 days. Between the 29th and 30th day in the Guest Entry, urinalysis and breathalyzer tests will be conducted. A negative test will be required for re-admittance into the Resident Rehabilitation Program. If you test positive you will be asked to leave the Guest Entry and not return for 30 days.
Refusal to have urinalysis and breathalyzer test administered will result in immediately being asked to leave the program.

I acknowledge that I have received a briefing on the rules, regulations and guidelines of said Mission. I hereby agree that if I am unwilling to respond to the program of the said Mission or if I conduct myself in such a manner as to break the rules or to bring reproach upon said Mission, that after a hearing before the Mission management staff to be subject to expulsion from the program and requested to leave.

I have read and accepted the above statement of this agreement.

BENEFICIARY _____ Date ____/____/____

Guest Rules

Please read all rules carefully. You will be expected to follow them all in order to continue staying as a guest.

1. Registered sex offenders may eat but not stay. Prospective guests will have their name checked against the sex offender registry.
2. Check in is between the hours of 4:00 and 6:00 PM.
3. All guests MUST attend chapel services at 7:00 each day.
4. No non-prescription drugs, alcohol, or weapons permitted. Random checks through Urine analysis test, Breathalyzer and if need be with a drug dog may occur and prosecution of any offenders will take place.
5. **Prescription Medication will be turned over to staff to be locked up in the Medication file and logged in and out by staff and person that owns the Meds.**
6. **At NO time will anyone be able to have Prescription medications of any kind legal or illegal on them or their property while staying here at the Mission. Upon leaving the Mission they may sign out their Meds to take with them. Any Prescription medication left behind after a person leaves the Mission after 30 days will be discarded.**
7. Must be in bed by 10:00 PM, may not be in dining room until 6:00 AM.
8. Wake up is at 6:00 AM Monday thru Saturday, 7:00 AM Sunday.
9. Must leave Mission property and take all belongings by 8:00 AM if not in the Guest Work Program, Monday through Saturday and 9:00 AM on Sunday.
10. If you chose not to be in the Guest Work Program you will still be required to participate in cleaning up after yourself and helping in setting up and cleaning up after meals. Must leave Mission property and take all belongings as stated in rule #9.
11. All are welcome to three meals per day (Hours posted on front door)
12. No food or drink permitted in chapel, TV rooms, or dorms.
13. Turn off electronic devices, including cell phones, during chapel services. Cell phones are to be turned into the front desk by 10:00pm. Guests are not allowed to have their phones during chapel services or work hours.
14. Do not disrupt chapel in any way. Save any and all comments or questions for the speaker until service is over.
15. You are not allowed to exit and reenter the property once you sign in.
16. Beds will not be assigned until after evening chapel service, and only after a shower has been taken and **your cell phone has been turned into the desk.**
17. Guests may not sit on the sidewalk wall along W. King or Elijah Streets.
18. Rescue Mission staff has the right to inspect and search all personal property on Mission grounds as needed.

19. Guests are to use proper English during your stay. This means no swearing or bad language.
20. Guests have no mail privileges with the Martinsburg Rescue Mission. Guests are not permitted to receive mail at the Mission, nor will they be issued a letter of residency until they are officially signed onto the Resident Program.
21. You are under direct supervision of the desk man. He must be made aware of any medication you are taking. Failure to disclose this information will result in being unable to stay at the Mission in the future.
22. Women and children are permitted on Mission property ONLY during meals times. (Breakfast 6:30-7:30, Lunch 11:00-12:00, Dinner 4:00-5:00). If it is found you have guests on Mission property outside of these times, you will be asked to leave.

Any guests violating these rules will be asked to leave the Mission property immediately.

GUEST Signature

GUEST Print Name

Date

MISSION Signature

MISSION Print Name

Date

Internet Use Policy

Residents are expected to use the Internet responsibly and productively. Internet access is limited to local, state and federal benefits, personal email, job search activities / skills training / bible study only. Job search activities include research and educational tasks that may be found via the Internet that would help in employment search

All Internet data that is composed, transmitted and/or received by Martinsburg Union Rescue Mission's computer systems is considered to belong to Martinsburg Union Rescue Mission and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties

The equipment, services and technology used to access the Internet are the property of Martinsburg Union Rescue Mission and the company reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections

All sites and downloads may be monitored and/or blocked by Martinsburg Union Rescue Mission if they are deemed to be harmful and/or not productive to business.

The following is strictly prohibited on the Martinsburg Union Rescue Mission's computers and / or internet access:

- The installation of software such as instant messaging technology
- Unacceptable use of the internet by anyone includes, but is not limited to:
 - Sending or posting discriminatory, harassing, or threatening messages or images on the Internet, any form of pornography (including but not limited to visiting pornographic websites, viewing of sexual / inappropriate videos on social media websites or sending / receiving sexual / inappropriate messages through email / social media websites).
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy
- Stealing, using, or disclosing someone else's password without authorization
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization
- Sharing confidential material, trade secrets, or proprietary information outside of the organization
- Hacking into unauthorized websites

- Sending or posting information that is defamatory to the MURM, its products/services, colleagues and/or customers
- Introducing malicious software onto the MURM network and/or jeopardizing the security of the organization's electronic communications systems
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Passing off personal views as representing those of the organization

If a resident or guest is unsure about what constituted acceptable Internet usage, then he/she should ask his/her supervisor for further guidance and clarification

All terms and conditions as stated in this document are applicable to users of Martinsburg Union Rescue Mission's network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by Martinsburg Union Rescue Mission.

User compliance

I understand and will abide by this Internet Usage Policy. I further understand that should I commit any violation of this policy; my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.

Print Name

Signature

Photo / Video / Likeness Release

I hereby grant the Martinsburg Union Rescue Mission permission to the rights of my image, likeness and sound of my voice captured in a photograph, audio or video in any all its publications or presentations, including website entries. I understand and agree that these materials will become property of the Martinsburg Union Rescue Mission and will not be returned.

I hereby authorize the Martinsburg Union Rescue Mission to edit, alter, copy, exhibit, publish or distribute this photo for purposes of publicizing the Martinsburg Union Rescue Mission's programs or for any other lawful purpose.

In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness or voice appears. Additionally, I waive any right to royalties, payment or other compensation arising or related to this use.

I am 18 years of age and am competent to contract in my own name. I have read this release before signing and I fully understand the contents, meaning and impact of this release.

Print Name

Signature Name

Date

Resident Rules

1. All residents will all be given work assignments based on need and abilities. Residents will:
 - a. Report to their job assignment on time and on the days scheduled
 - b. Perform the duties assigned
 - c. Remain at their job assignment until the shift is over
 - d. Show respect to coworkers and be courteous
 - e. Respect the authority of the supervisor
2. All residents MUST attend both the afternoon and evening chapel service every day. Unless on Halfway, where one chapel is required every day.
3. Smoking is permitted outside in the designated areas ONLY and will be strictly enforced. Smoking is prohibited in the front of the building.
4. No non-prescription drugs, alcohol, or weapons permitted. Random checks with a drug dog may occur and prosecution of any offenders will take place.
5. All residents must be in the building by 9:00 PM daily, lights out by 11:00 PM, and may not be in dining room until 6:00 AM.
6. All are welcome to three meals per day (Hours posted on front door)
7. No food or drink permitted in chapel, TV rooms, or dorms.
8. Residents are not allowed to have their phones during chapel services or work hours. Residents in C and D dorms are not permitted to have cell phones in the dorms in any way. Residents in C and D dorms are to turn in their phones by 10:00pm at night and may not get them until 6:00am.
9. Any electronic device playing audio is required to have earphones plugged in (i.e. mp3, cell phones, iPads, etc.) while in use.
10. Do not disrupt chapel in any way. Save any and all comments or questions for the speaker until service is over.
11. Be courteous and mind language throughout the day every day.
12. Shower and change clothes daily.
13. Residents may not sit on the sidewalk wall along W. King or Elijah Streets.
14. Rescue Mission staff has the right to inspect and search all personal property on Mission grounds as needed.

15. **Prescription Medication will be turned over to staff to be locked up in the Medication file and logged in and out by staff and person that owns the Meds.**
16. **At NO time will anyone be able to have Prescription medications of any kind legal or illegal on them or their property while staying here at the Mission. Upon leaving the Mission they may sign out their Meds to take with them. Any Prescription medication left behind after a person leaves the Mission after 30 days will be discarded.**

GUEST Signature

GUEST Print Name

Date

MISSION Signature

MISSION Print Name

Date

Information Release

I _____ authorize _____ to obtain information about my stay here at the Martinsburg Union Rescue Mission. I understand this information will only be distributed through the office of the Mission Supervisor or Mission Superintendent.

For the above-named person to obtain information, they must present themselves to the Mission Supervisor or Mission Superintendent in person with proper identification.

Resident Signature

Date

I acknowledge that I have been informed that in the morning, I will be woken up at 6:00am and at 8:00am I will have a choice to make. I can decide to stay on the Mission property, at which point I will be given a job duty to perform in either the warehouse, kitchen, or housekeeping departments. If I choose not to do this, I am to leave the Mission property completely, taking all of my personal belongings with me. Should I choose this option, I will not be able to check back into the Mission until 4:00pm the same day.

I further acknowledge that I have watched the check in video, I have been informed of the rules by the Mission resident indicated below and understand failure to adhere to these rules will result in disciplinary action up to and including removal from the Mission property.

I understand that once I am checked in for the night, I can not leave the Mission property until 8:00am the next morning, and if I do so, I will forfeit my night's eligibility in the Guest Program.

Guest Print Name

Guest Signature

Front Desk Print Name

Front Desk Signature

Date

_____ **Photo release form received and signed**
_____ **Internet use policy received and signed**
_____ **Guest rules received and sign**