

# HOUSE RULES

The Troy Dream Center is based on choices. The choices that we make determine not only where we are headed but also reflect where we have been. Poor choices are sometimes the result of not following boundaries that have been established in our society.

The rules for the Troy Dream Center have been designed to help disciples reestablish and maintain boundaries in their lives. These rules have been carefully and prayerfully thought out and have been put in place to help disciples on their journey to a successful life. These rules are as follows:

## 1. ACCOUNTABILITY

- a. This is a discipleship program. The root word of discipleship is discipline. It is for this reason that all disciples must always inform their Resident Advisor (RA) of their whereabouts.
- b. Disciples may not leave property at any time without the express permission of the Director
- c. All excursions outside of the residential area must occur in groups of 2 or more. This "buddy" system will be in effect throughout the entirety of the program

## 2. ADMISSION

- a. Admission into the Troy Dream Center (TDC) is a privilege, not a right
- b. Upon admission, the disciple must submit all possessions as well as his/her person to inspection
- c. Any prohibited items according to rule #27 will be confiscated and disposed of
- d. Inspection may be conducted at any time when there is reasonable cause to suspect that drugs, drug paraphernalia and / or any other contraband items may be present either on the person of a disciple or in the rooms assigned to that person
- e. All disciples will be supervised by a RA during their stay at TDC. All requests and problems will be channeled through the disciple's RA on duty. All requests must be written, signed, dated, and placed in the RA's box

## 3. CLASSES

- a. Disciples must be on time for all classes
- b. In the case of a missed class, the disciple may be required to make up the class

## 4. DISCIPLINARY ACTION – CORRECTION TICKETS

- a. Correction Tickets are the mode of discipline used at TDC
- b. When presented with a ticket, disciples must sign the ticket to acknowledge receipt
- c. If a disciple feels the ticket was received unjustly, a grievance form may be filed in the office. Failure to sign a ticket will result in subsequent discipline, up to and including a demotion or dismissal
- d. A Correction Ticket is issued upon observance of a violation of the posted rules
- e. The disciple is required to complete the appropriate task required for the violation during the designated times
- f. All privileges are suspended while a disciple is on correction
- g. A list of all infractions can be found in the TDC Handbook

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## 5. DISMISSAL

- a. If an individual leaves or is dismissed from the program, it is mandatory that they take all clothing and personal possessions with them
- b. TDC shall not be responsible for any clothing or personal possessions left behind by the disciple
- c. Upon departure, all TDC issued clothing and curriculum must be returned
- d. If dismissed from TDC, individuals may not return for a minimum one session (16-weeks). An individual is aloud to return IF there's an open bed not filled by a first-time applicant. Those dismissed will also be barred from participating in any other outreaches at the Troy Dream Center for a minimum of sixteen (16) weeks.
- e. Those dismissed WILL be allowed to attend services at Journey Church
- f. If dismissed, individuals may not contact anyone in the program without approval from Director

## 6. DRESS CODE

- a. Disciples are only allowed to have two weeks' worth of clothing due to limited space
- b. TDC t-shirts will be provided for each disciple and must be worn at all times except on Sunday.
- c. TDC shirt must be worn from wake-up until 9:00pm
- d. Polo and/or t-shirts must be worn at all TDC outings unless specified beforehand
- e. Damaged shirts must be turned in before a new shirt can be issued
- f. Sagging of oversized pants will not be allowed
- g. No tank tops, spaghetti string tops, halter tops, or bare midriff tops
- h. Clothing must be modest, not revealing, not low-cut, and not tight fitting
- i. Hats and sunglasses MAY NOT be worn indoors at any time
- j. All disciples are required to always wear their name badges.
- k. All disciples must be fully dressed when not in their personal rooms.
- l. Dress must be modest, in keeping with Christian moral standards. Use the following guidelines for appropriate attire:
  - i. Sunday Morning Service (Men):
    1. Slacks or nice jeans (no holes or frayed bottoms). Shoes may be dress or tennis shoes
  - ii. Sunday Morning Service (Women):
    1. Skirt or pants. Jeans may be worn provided that they are the only option and are nice.
  - iii. Outside Night Events:
    1. TDC Polo shirts. No hats, head coverings, or baggy clothing. Sunglasses may not be worn indoors.
  - iv. All Other Services or Special Events:
    1. No hats, head coverings, or baggy clothing. Sunglasses may not be worn indoors
  - v. Work Duty:
    1. Proper work clothes, suitable for protection in the work environment, should be worn at all times. No polo's. TDC t-shirts must be worn at all times. Shorts may be no shorter than 5"-6" above the knee. (Shorts may be worn with approval) Women must wear long pants or capris and only closed-toe shoes
  - vi. General:
    1. Pajamas are not to be worn outside your living area. Clothing with tobacco or alcohol ads or that endorses drug use, illicit sex, or secular music will not be allowed. No cross-dressing will be allowed
- m. Piercings other than earrings may not be worn. No new piercings will be allowed while in the program
- n. Tattoos that are offensive in nature must be covered up. No new tattoos will be allowed while in the program

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## 7. DRUGS

- a. Disciples are not allowed to have any of the following items in their possession, on their person, or in their rooms:
  - i. Alcohol
  - ii. Tobacco in any form
  - iii. Illegal substances and/or paraphernalia
  - iv. Unapproved prescription medication
  - v. Prescription medication not prescribed to the disciple in possession of it
- b. Disciples may not have contact with or associate with persons under the influence of or in possession of the previously mentioned drugs
- c. While in the program, all disciples required to submit to random drug tests and room searches
- d. A positive drug test may be grounds for immediate dismissal from TDC

## 8. ETIQUETTE RULE

- a. All disciples will observe and maintain the utmost courtesy and manners demonstrating Christ-like character and attitude toward others
- b. We follow the Golden Rule: "Do unto others as you would have them do unto you"

## 9. FAMILY VISITS

- a. Family visits are allowed in accordance with the program level privileges and restrictions guidelines
- b. Hours of visitation start after church until 4pm on Sunday
- c. No girlfriends, boyfriends, or fiancés/fiancées shall be permitted to visit on weekends unless there are children involved
- d. Family visits are not allowed if a disciple is on correction or not current in his/her studies
- e. All family visits must be pre-approved PRIOR to the visit – NO EXCEPTIONS

## 10. FOOD

- a. Food may only be eaten in designated areas

## 11. GRIEVANCES

- a. Disciples have the right to file a complaint with the Director
- b. Grievances must be in writing and may be given to any staff member
- c. During the grievance process, your privileges will remain suspended, but correction tickets will be on hold while the grievance is investigated
- d. If the discipline is found to be appropriate, the correction will stand, and the disciple who filed the grievance will be required to submit a 1,000-word essay on a subject to be determined by the Director
- e. Disciples may have direct access to the Director at some point during the grievance process, if necessary
- f. Grievances will be resolved in a timely fashion, usually within 7 days

## 12. GROWTH

- a. During the disciple's stay here at TDC, the disciple will be required to show progressive growth
- b. "Growth" constitutes participation in work assignments, classes, Bible studies, prayer, Bible reading, room cleanliness, personal hygiene, chapel services, morning devotions, church services, and any other activity required by TDC
- c. Growth is also measured in terms of development of character, integrity, and relationships with other brothers and sisters in Christ
- d. Failure to produce such growth constitutes grounds for dismissal

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## 13. HYGIENE

- a. All disciples must maintain personal hygiene habits on a daily basis. This includes but is not limited to: showering, brushing teeth, shaving (beards must be kept neat and trimmed), and wearing deodorant
- b. If a disciple needs hygiene supplies, he/she may let the RA know, and these items will be provided
- c. TDC will provide hygiene supplies
- d. The disciple must provide any special requirements or brand preferences at his/her own expense

## 14. ILLEGAL ACTIVITY

- a. Illegal activity will not be tolerated. This includes any activity or behavior not covered above that would be considered illegal in society

## 15. LANGUAGE

- a. In order to strengthen and encourage one another, all street talk, cursing, backbiting, gossiping, jail talk, and sharing of past experiences among the disciples that is not positive in nature, is to be stopped upon admission into the program
- b. Speaking in a derogatory manner toward other disciples (same or opposite sex), staff, or any other person is strictly prohibited

## 16. LAUNDRY

- a. Laundry will be done on a weekly basis
- b. See schedule in laundry room to determine scheduled day and time

## 17. MAIL

- a. Letter writing is permitted and encouraged after Orientation Level has been completed.
- b. Letters are to be written during free time only, so as not to interfere with study or work time
- c. For security purposes, TDC reserves the right to inspect and censor all incoming mail and packages
- d. TDC may, at staff discretion, restrict a disciple from communicating by mail with specified individuals at the request of staff, family members, or close friends
- e. Disciples are encouraged to write to their spouse, children, parents, or other persons designated as "family" on a regular basis
- f. Each disciple will be allowed to send two letters per week within the United States, free of cost.
- g. Your Resident Advisor will deliver mail at the designated time each day. DO NOT ask for mail
- h. All incoming mail must be addressed as follows:

(Disciples Name) C/O  
Troy Dream Center  
366 S. Lincoln Dr  
Troy, Mo 63379

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## 18. MEDICAL CARE

- a. It is the responsibility of the disciple to inform staff of any chronic medical issues upon entry into TDC
- b. Only emergency medical and dental work is allowed while disciples in TDC
- c. If it becomes necessary for the disciple to make a medical visit, they must go directly there and back
- d. Any unauthorized stops or visits to or from the facility are grounds for discipline up to and including dismissal
- e. Each disciple is responsible for making his/her own appointments, securing his/her own transportation to and from the destination, as well as for paying any medical bills that are incurred. TDC cannot be held responsible for any expenses incurred or any legal liability resulting from the use of services listed above
- f. TDC is not equipped to provide any ongoing medical or dental needs; therefore, a disciple may be required to leave the program to attend to such matters if it appears that any treatment above interferes with the program requirements
- g. Prescription medications are the sole responsibility of the disciple. No medications that are narcotic or psychotropic in nature will be allowed on the property

## 19. PERSONAL FINANCES

- a. Disciples in Orientation Level are not allowed to have money in their possession
- b. TDC is not responsible for any lost or stolen valuables
- c. Panhandling or borrowing money is not allowed
- d. Discussion of one's personal financial ability or lack thereof will not be tolerated

## 20. PERSONAL POSSESSIONS

- a. Each disciple is allowed to bring some of his or her own personal possessions
- b. Items that are not allowed at the facility include but are not limited to:
  - i. Cell phones, TVs, VCRs, DVD Players, PDAs, iPods, laptops, or radios
  - ii. Comic books and secular reading materials
  - iii. Electronic games (Nintendo, Sega, etc.), or any other item that would be a distraction while in the program
  - iv. Any other items as determined at the discretion of the Director
- c. All prohibited items will be confiscated and disposed of
- d. All appliances must be turned off when not in use
- e. Disciples are not allowed to use any other disciple's personal items
- f. Disciples are not allowed to lend or borrow money from each other, TDC staff, or other Troy Dream Center residents or staff
- g. Disciples are not allowed to exchange or sell personal items, belongings, or services to each other

## 21. PERSONAL TIME AWAY (PTA)

- a. *PTA is the system used by Discipleship that allows disciples to be able to be away from campus for personal matters. It is to be used for doctor's visits, legal matters, etc.*
- b. NO PTA is allowed during the first 30 days. At the end of the 30-day period, each person will be given an allotment of 3 days to be used during the 16-week program as indicated above
- c. This policy exists to foster an atmosphere of accountability similar to a normal work environment; most companies have a sick leave policy that provides employees with 6 sick days per year, so this is a very generous policy
- d. If a person needs to be away from campus during the first 30 days before PTA is allowed, due to any reason except an emergency, the time missed during classes or work therapy must be made up
- e. Any abuses to this privilege are grounds for disciplinary action, up to and including dismissal
- f. Once a person has exceeded their allotment of 3 days, they also would be required to make up any additional missed days
- g. If a person has excessive medical or legal matters that take them off-campus frequently, such that it

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interferes with the requirements of the program, his or her situation will be evaluated to determine whether or not Discipleship is the right program for him or her

## 22. PORNOGRAPHY

- a. Possession of or viewing of pornographic material in any form will not be tolerated

## 23. PRIVACY

- a. Because the Troy Dream Center is a residential live-in program with many disciples, there should be no expectation of privacy
- b. Residential rooms house at least two persons per room, and bathrooms are communal
- c. The Troy Dream Center reserves the right to perform room searches when deemed necessary by the Director
- d. The Troy Dream Center also reserves the right to use closed circuit TV in hallways and entrances for security purposes

## 24. PROBATION AND PAROLE

- a. All disciples will be expected to cooperate with all law enforcement agencies
- b. Any disciples who have a court appearance, probation/parole meeting, or legal appointment
- c. All disciples will be required to provide proof that they must appear and shall provide their own transportation or the money for the trip to and from the destination
- d. No side trips are allowed. Disciples must travel to their appointments, and return directly back to the Troy Dream Center campus

## 25. PROBATIONARY PERIOD

- a. During the first four days (96 hours) of residence, the disciple will be on probationary status
- b. If no bed rest is required, the disciple will start participating in all activities of TDC immediately
- c. The staff will observe the disciple and decide if he or she meets the requirements to continue in the program

## 26. RELATIONSHIPS

- a. There is to be no fraternization between two individuals for the purpose of establishing a romantic relationship. This includes flirting, dating, inappropriate conversations with members of the opposite or same sex, or sex in any form
- b. This applies to all persons in TDC, as well as all residents of the Troy Dream Center and members of Journey Church.
- c. Disciples must limit their conversations to greetings only and may not engage in any other conversations with members of the opposite sex. If someone approaches a disciple and initiates a greeting, a polite, brief hello may be returned
- d. Note passing or any other form of private communication will not be tolerated
- e. Homosexuality will not be allowed

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## 27. ROOMS

- a. Rooms must be kept neat and organized at all times
- b. Furniture is not to be moved from room to room without permission from the Director
- c. No candles or incense burning is allowed in the rooms
- d. Personal possessions must fit in the allotted storage space
- e. Nothing is allowed on desks other than a clock, family photographs, and homework that is in the process of being completed *at the moment*
- f. Coffee pots, hot plates, toaster ovens, microwaves, etc., are not allowed in individual rooms
- g. Any books must fit in drawers or on a bookshelf, if available
- h. Only luggage, shoes, and laundry bags are allowed under beds
- i. Disciples are not allowed in other rooms besides their own without permission from the RA. If any disciples desire to fellowship together, they may use the picnic table area, the common room, or any other designated room for that purpose
- j. Quiet time begins at 9:00pm and ends after prayer walk the next morning

## 28. SCHEDULE

- a. All disciples are responsible to know and comply with all posted daily schedules
- b. Disciples are required to attend all functions of TDC and all main services at Journey Church and be 5 minutes early
- c. Any changes to the schedule will be communicated after the morning devotions or through the RA

## 29. SPIRITUAL LIFE

- a. TDC is a faith-based discipleship program. As such, there is a spiritual component required. This includes but is not limited to:
  - i. Chapel services
  - ii. Bible studies
  - iii. Prayer services
  - iv. Public services
  - v. Any other function that is essential to the program
- b. All disciples are required to attend such services or classes – NO EXCEPTIONS
- c. There will be no talking, reading or writing letters, completing discipline assignments, using the restroom, or getting a drink during study time, class, Chapel, prayer time, Psalms & Proverbs, or while at Journey Church services. Restrooms may be used before services with the permission of the RA
- d. When at church, disciples must sit in the designated area assigned to them. Disciples may not sit in any other location without being instructed by an RA

## 30. STUDY TIME

- a. Disciples are expected to study during study times, and may not sleep in their rooms
- b. There will be a scheduled 10-minute break for every hour of study

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## 31. TELEPHONE CALLS

- a. Upon entering the program, the disciple is allowed one ten-minute phone call within the first 96 hours. After that call, blackout rules are in effect until the disciple is promoted to Level One
- b. Office telephones are for staff use only
- c. All telephone calls are limited to ten minutes
- d. Telephone calls will be as follows: Level One – 1 per week, Level Two – 2 per week, and Discovery – as needed, during free time only
- e. Disciples are not allowed to answer incoming calls, but messages will be taken and the disciple may return the call during the next scheduled time unless it is an emergency
- f. An emergency is defined as a death, a life-threatening circumstance, or serious illness in the family, etc., as determined by staff
- g. Anyone caught using phones without authorization will be disciplined accordingly
- h. Disciples must sign up with their RA to be scheduled a call time. Disciples may schedule a call time Wednesday and Saturday. Call times are scheduled on a first-come, first-serve basis. Call times are as follows:
  1. **WEDNESDAY:** 4:00pm – 6:00pm
  2. **SATURDAY:** 12:00pm – 4:00pm

## 32. VEHICLES

- a. No personal vehicles are allowed for people who are in the discipleship program

## 33. VIOLENCE

- a. Violence, abuse, or threats of violence or abuse will not be tolerated
- b. This includes swearing, threats, name-calling, or use of a threatening tone or level of voice toward staff or other disciples
- c. Horseplay will not be allowed, as this can lead to aggressive behavior

## 34. WORK THERAPY

- a. Disciples are expected to complete all assigned work therapy at the designated time
- b. Any questions regarding work therapy should be directed toward the designated person in charge
- c. If a disciple is ill (fever, vomiting, or other acute illness), disciples must remain on bed rest all day, including meal times. Food will be brought to all disciples who are on bed rest
- d. Not feeling like going to work or being too tired is not an acceptable excuse for not completing work therapy
- e. Disciples must be dressed in appropriate work attire prior to leaving their room for Prayer Walk
- f. There are no breaks until the designated person in charge calls for a break
- g. At the end of work therapy, all tools must be cleaned and returned to the designated storage area
- h. No disciple is allowed to be in his or her room during work therapy time without the permission of their RA

## 35. WEAPONS

- a. No weapons of any kind will be allowed during the duration of the program
- b. This includes firearms, knives, razor blades, scissors, shivs, or any other object that may be used as a weapon

NOTE: It may become necessary to make adjustments to these rules at any time, with or without notice, and at the complete discretion of the Director and/or the TDC Board of Directors.



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## WHAT TO BRING

Please bring only what is listed below, fitting into one suitcase (dimensions no bigger than 13.5"L x 7"W x 12"H). Space is very limited in rooms.

### GENERAL:

- Bible
- 5 – pair of work jeans (no holes), two (2) nicer church jeans or slacks
- 5 – T-shirts (nothing secular i.e. offensive, drug/alcohol related)
- 3 – long sleeve shirts (MUST be solid color white, black, or gray)
- 3 – pair shoes (dress, work and shower flip-flops)
- 1 – pair of athletic shorts
- 5-7 – pairs of underwear
- 5-7 – pairs of socks
- 1 – warm outer garment (jacket, hoodie, or coat)
- 1 – scarf and pair of gloves for colder weather
- 1 – cap, stocking hat or beanie
- **ALL HYGIENE/MAKE-UP MUST BE NEW/UNOPENED**
- 3 – month supply of **APPROVED** medication in unopened original container, if applicable.
- Copy of your marriage certificate as proof of currently being married **OPTIONAL**

### DO NOT bring the following:

- Cell phones (We are not responsible for your items.)
- CD players/i-Pod/MP3/Guitars
- Secular music/books
- Bedding/towels/washcloths – includes pillows (These are all provided by TDC.)
- Mouthwash that contains alcohol
- Cologne or perfume
- Hand sanitizer
- NO boyfriend/girlfriend/fiancé contact
- Anything of value – sentimental or monetary. **LEAVE AT HOME, AS TDC IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN ITEMS.**
- **NO SMOKING, NO GUM OR CANDY** (this includes vaping and chew)