

ENTRY ELIGIBILITY POLICY FOR KOINONIA LODGE

EVERY PERSON BEING CONSIDERED FOR ADMISSION TO STEPPING STONE MUST AGREE TO BEING CHECKED BY THE POLICE VETTING SERVICE AND GIVING A COMPLETE DISCLOSURE OF ALL CRIMINAL HISTORY.

The commitment of those on staff as well as all volunteers at Stepping Stone Ministries Trust Centre is to firstly provide a safe, supportive, caring, residential environment for people with life-controlling issues often associated with alcohol and/or drug use that have resulted in them becoming alienated from their family and society in general.

Then, in line with that environment, we also provide counselling, training and education that will assist those committed to change so they can develop healthier relationships, realise their potential and become contributing members of society.

Our entry process for those applying to go through our 12-month programme is based upon the following criteria-:

- Applicants must be 18 years of age or older.
- Only male applicants are considered.
- Children will not be admitted. They are free to visit where their main caregiver is residing at Stepping Stone, however strict conditions apply.
- People with physical and/or mental health conditions requiring specialised professional medical treatment are not eligible for our programme.
- People requiring detoxification may not be considered until they have completed a detoxification programme to the satisfaction of the Trustees and/or Senior Counsellor.
- All rules and regulations governing the Centre programme are clearly explained to each applicant verbally and in writing and their personal agreement to comply is sought before their application can be fully considered.

- In order to uphold the safety and well-being of existing residents and members of the local community, people with a proven history of extreme violence and/or sexual offences would have their applications declined.
- Applicants are made aware that the programme is Christian based.
- Applicants are made aware that the programme runs for a minimum of 12 months and involves a live-in situation.
- Applicants are made aware of the Code Of Rights as well as the responsibilities of those entering the programme and that any actions that jeopardise the safety and well-being of residents may result in a person be released from the programme.
- Applications for entry into the Centre are to be in writing and signed by the person concerned.
- Each applicant initially undergoes an assessment conducted by the Trustees/Manager to assess the applicant's suitability and assurance that the person clearly understands the rules and conditions of acceptance into the centre.
- The Manager of the Centre who has responsibility for the performance and day-to-day management approves all applications in conjunction with the Counsellor and the Board of Trustees.
- All residents medication is administered and signed on their medication chart by Management. These charts and medication are kept in the locked cupboard in the office.

STEPPING STONE *Ministries*

Postal: PO Box 3138, Greerton, Tauranga 3142 Phone: 07 281 1196 Mobile: 027 605 7907 Email: info@steppingstoneministries.co.nz

PROGRAMME INFORMATION

Stepping Stone Ministries Trust oversights the residential Counselling Training & Education Centre. We are a Reintegration Programme offering supported accommodation to people with life controlling problems often associated with the use of alcohol and drugs. Stepping Stone Ministries Trust is registered with the charities commission. The people that come to Stepping Stone come from all walks of life.

The Managers and Trustees of the programme each have over twenty years experience and we are based approximately 20 kms from central Tauranga in the lower Kaimais.

The programme is Christian based and tightly structured with our residents who are referred to as 'students' learning to become productive members of society. The programme is tailored for each individual 'student' and focuses on, understanding drug and alcohol issues, dealing with anger, personal discipline, relationships, self worth, the issues of emotional, physical and sexual abuse, personal hygiene, family studies, acceptance of authority and the development of positive work ethics. All students are expected to complete 6 modules of study to graduate the programme. There is chapel time, class work, with one to one counselling and group work. The group work generally revolves around life issues.

Every person coming into the programme is screened carefully, we are looking for motivation to change, a willingness to recognize authority and an understanding that the programme is Christian based and that we will not compromise our values or beliefs. We have been working with this programme for many years and know it works but it takes a real heart attitude to change along with a commitment to be willing to do whatever it takes to make that change a reality.

All intending residents must agree to be checked by the police vetting service.

The average length of time to complete the programme is 12 to 15 months.

A normal day in the centre starts at 7.00am with half an hour exercise, breakfast and showers. Everyone has household duties to do before 8.30am this is followed with personal reflection until 9.00am when chapel starts. Class is at 10.30am and finishes at 12.30pm. Lunch is over by 1.00pm and afternoon work duties are from 1.30pm to 4.00pm. Dinner is at 6.00pm.

A thanksgiving chapel time is at 7.00pm followed by 30 minutes of study and journaling. Bedtime is 10.30pm with lights out at 11.00pm.

Television is not generally part of the programme except for the daily news and in circumstances where staff approval is given. The exception may be when there is a specific sports programme on or if the staff have approved a DVD or Video.

The students do not leave the centre unless in the company of a staff member until they have completed module 3. After the completion of module 3 the student may apply for an afternoon out with a staff member or someone that has been approved by the Trustee. Depending on how that goes they may apply for a longer time away, building up to a weekend leave at the completion of module 4. There is only one leave per month permitted by any one person. A debrief is held with the person after their return from leave to see, how did it go, were there any issues and pressures and how did you handle these?

The cost of being a resident in the programme is \$240.00 per week. There may be an additional charge for counseling, should this be required, which is \$60.00 per week. The counselling cost is covered by a disability allowance, which is paid by Work & Income. The benefit payment is paid directly into Stepping Stone Ministries Trust Account. The board payment and the counselling costs are deducted. The balance is kept in the trust account to be accessed for personal spending on items such as tobacco, shampoo and snacks. Staff members do personal shopping for students on a Saturday. Personal shopping will only be purchased for those that have sufficient funds in savings. Details of personal spending and accounts are computerised for each student. These accounts are available to the student each week.

The household attends Lifechurch in Tauranga, where they have been supported and embraced by the leadership and congregation.

If you would like further information regarding the programme and or ways you can be involved in supporting Stepping Stone Ministries Trust, please contact Tania Hawkes on 07 281 1196 or mobile 027 605 7907. Email info@steppingstoneministries.co.nz

Tania Hawkes
Trustee

STEPPING STONE Ministries

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Modules of study.

1: New Beginnings.

2: Self Image.

3: Personal Growth.

4: Relationships.

5: Where to from here?

6: Onwards and upwards.

New Beginnings: Change in attitudes. Heart, head, hands, feeling, thinking, doing. Looking at life a new way. Searching for the truth. Putting off the old and putting on the new. Speaking a new way. Mindful thinking. Making choices. Considering others. Understanding boundaries. Asking questions.

Self image: Who am I? Where am I going? How will I get there? Mindful thinking. Concrete thinking. Addictive thinking, Handling pressure and temptations. Grieving your losses. Discovering your true feelings. Understanding anger and violent behaviour patterns. Coming to terms with change. Developing self respect. Developing a positive work ethic. Making healthy choices.

Personal Growth: Renewing my mind. Need for quiet. Forgiving myself and others. Letting go of bitterness and resentment. Understanding feelings and emotions. Co-dependency. Self control. Making healthy choices. Making amends. Developing personal discipline and self control. My personality profile and strengths finding. Taking responsibility. Showing gentleness, kindness and enthusiasm. Respect for others and those in authority. Developing a vision for my future. Mindful thinking.

Relationships: Understanding true friendship. Understanding the difference between love and sex. Understanding family dysfunctions and co-dependent relationships. How to parent my children in a healthy relationship. Completing a parenting course if applicable. Building positive peer support. Working toward rebuilding my relationship with my family of origin where this has broken down. Mentoring a new member of the household. Mindful thinking. Commitment. Marriage.

Where to from here? Taking my time. Planning my future. Planning my return to the community. Further training. Finding employment. Housing. Positive peer support networks. Keeping myself safe. Keeping my family safe. Continuing to mentor a new member of the household.

Onwards and upwards: Leaving the nest. Moving into new accommodation, or back with my family. Putting it all into practice. Participating in peer group support meetings. Start training or a new job.

Lectures: Once a week in a group setting there are lectures. Each series of lectures are for 6 weeks and cover: **Fear, shame, abuse, family dysfunction, grief and loss, addictions, relapse prevention.** These are all under the banner of **Kicking addiction.**

Clearing and settling groups: This group is to air grievances with one another. The idea is to be able to speak about issues you have with another member of the household. The person must hear you out and then respond without justifying or excusing their behaviour.

House meetings: Weekly house meetings are held where general issues are cleared such as, housekeeping issues.

Counselling: Each person in residence generally has one session a week of face to face counselling with our qualified counsellor. Our counsellor is a member of NZAC.

Staff: Most of the staff are graduates of the programme and have undergone internship training which includes basic counselling skills prior to coming on staff at Stepping Stone.

STEPPING STONE MINISTRIES TRUST

WEEKLY TIMETABLE

MONDAY TO FRIDAY - MORNINGS:

- 7.00 Get up, Exercise
Showers and make bed & tidy room
- 7.30 Breakfast
- 8.00 Rostered morning chores
- 8.30 Quiet reflection time
- 9.00 Chapel
- 10.15 Morning tea break
- 10.30 Class/Individual personal study time
- 11.30 Coffee/tea break
- 11.45 Continuation of personal study time/Group time
- 12.30 Lunch Time

MONDAY TO FRIDAY - AFTERNOONS:

- 1.30 Afternoon chores. **DO NOT GO TO BED**
- 2.45 Afternoon Tea break
- 3.00 Continuation of afternoon chores until 4.00pm
- 4.00 Free time or dinner preparation if rostered on
Showers for those that shower in the afternoon
- 5.30 Dinner time
- 6.00 TV news, etc
- 7.00 Chapel
- 8.00 Journalling which relates to morning class time
- 8.30 Free time
Showers for those that shower in the evening
- 10.30 Bed
- 11.00 Lights Out

WEEKLY ACTIVITY TIMETABLE

WEDNESDAY: Afternoon is recreation time. This time may be a trip to the beach etc. It may be a game of volley ball or cricket or perhaps watch a movie that has been authorised earlier by the staff. **RECREATION IS NOT TIME TO GO TO BED.** Television is not generally watched except for the news, some sports and documentaries. Movies may be watched at the discretion of the staff. Recreation time is not an optional extra.

THURSDAY: Evening chapel and study time MAY be devoted to a teaching time. Boundaries, Co-dependency, Anger, Relationships, Authority, Respect or a testimony etc. This may be in the form of a lecture or a video.

FRIDAY: is clean up day, with preparation for the weekend in mind. This might be a household 'spring clean' or a garden tidy up. Everyone is to participate.

SATURDAY: Residents are to be up by 10.00am. Breakfast must be over by 9.30am. Morning chores are the same as during the week. The rest of the day is free time. Residents are able to have visitors to the house at the discretion of the staff on Saturday and Sunday afternoons between 1.30pm and 5.00pm after four weeks of being in the programme. Only predetermined contacts are permitted to visit. Visits are restricted to a maximum of 2 hours. Phone calls may be received on Saturday and Sunday afternoons at the discretion of the staff after four weeks of being in the programme. Phone calls will be accepted from family members and are limited to 15 minutes. Calls are received between the hours of 1.30pm and 5.00pm. Bed time on Saturday night is midnight.

SUNDAY: Residents must be up, showered and ready to leave for church by 9.20am. The household travels into Tauranga to attend Lifechurch in Cameron Road. Sunday afternoon is the same as Saturday afternoon regarding visitors, phone calls and free time. Bedtime on Sunday is 10.30pm with lights out at 11.00pm.

Residents have face-to-face counseling usually once a week.

Residents do not leave the programme unless in the company of a staff member or a designated person in authority. This stays in effect until the resident is in the 4th stage of the programme, which could take anywhere from 4 to 6 months.

There is no outside contact during the first 4 weeks of being in the programme. This allows time for the resident to settle in to the programme and get used to the environment.

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RESIDENTIAL COUNSELLING TRAINING & EDUCATION CENTRE RESIDENTIAL AGREEMENT

- I agree and understand that all of my benefit will be paid directly into the Stepping Stone Ministries Trust bank account.
- The board payment of \$240.00 per week plus the counselling payment of \$60.00 per week will be deducted and the balance will be kept in the Trust account which is administered by our accountant.
- I understand the counselling payment is covered by a disability payment from Work & income and paid to the counsellor by the Stepping Stone Ministries Trust. This payment also covers the cost of all group sessions.
- I agree not to use drugs or alcohol or any other illegal substances while I am at Stepping Stone. I will not have them in my possession. I understand that if I do use them or have them on me I face the risk of immediate expulsion from the programme.
- I understand that I may be required to give random urine samples on a regular basis.
- I agree not to leave the premises or go outside of the boundaries without the permission from the staff on duty.
- I agree not to speak of the past. I want to make a new life. When talk of the past triggers me I will speak to a staff member or the counsellor.
- I agree to hand in all my cash, bank cards etc including my ID, wallet and cell phone to the office for safe keeping.
- I will be responsible for my attitude and behaviour.
- I will participate in all activities that are scheduled including recreation.
- I will eat meals at the scheduled times. I will not eat outside of designated times or help myself to food outside of what is allocated.
- I agree not to listen to music that is negative or contrary to the Christian faith. I will not watch television programmes that influence me or others in negative ways.
- I will not fight or threaten anyone.
- I will not carry weapons of any description.
- If I need medication or vitamins, I will ask the Doctor at the next scheduled visit.
- I agree for a staff member to accompany me on all Doctor's visits.
- I agree to be appropriately dressed at all times.
- I agree not to make contact with past acquaintances or old friends that would have a detrimental effect on my new way of living.
- I agree not to borrow money or anything belonging to anyone else in the programme.
- I will not enter anyone's room unless I am invited to do so.

- I will not help myself to anyone's personal belonging at any time while in the programme including the belongings of people who have left the programme.
- I agree to respect the property as a whole and to keep myself and my own room clean.
- I understand that I will be responsible to pay for any damages done by myself to the property.
- I understand that if I break the rules I may be asked to leave the programme and will not be considered for readmission for 28 days.
- I agree to abide by all the house rules and other conditions and guidelines.
- I understand that to be promoted to various levels within the programme, I must work and earn the privileges as set out in the rules and guidelines.
- I agree and understand that under extreme circumstances exceptions to the above agreement can only be made by programme management.

I agree to abide by the rules and condition as outlined above.

Resident Signature.....Date.....

Staff Signature.....Date.....

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REINTEGRATION PROGRAMME APPLICATION FORM

Surname: _____ Mr/Mrs/Miss/Ms

First Names: _____

Date of Birth: ____/____/____ Place of birth: _____

Current Residential Address:

No & Street: _____

Suburb: _____

City: _____ Post Code: _____

Ethnicity: _____

Current Charges (If applicable): _____

Lawyer's Name: _____

Parole Date (if Applicable): _____

Case Worker (if Applicable): _____ Phone: _____

Landline Phone NO: _____ Mobile No: _____

Reasons for applying for admission to Stepping Stone:

I agree to sign appointment of agent and a redirection of benefit forms. I also agree that my steps to freedom payment (if applicable) will be used to cover my first week's accommodation costs. I agree to a police check and to a full disclosure of my criminal convictions.

Signature: _____ Date: _____

Post application to: Tania Hawkes, Administration Manager, Stepping Stone Ministries Trust, P O Box 3138, Greerton, Tauranga.