

CDMM
Revitalize
GDM
A GRACIOUSLY BROKEN MINISTRIES PROGRAM

GUIDELINES AND PROCEDURES

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WHO WE ARE:

Graciously Broken Ministries, Inc. is a 501(c)(3) non-profit organization. *We are Gospel-centered and recovery-minded, therefore, the Gospel will dictate, motivate, and shape everything we do as we pursue, with excellence, to provide a recovery program that offers hope and healing to our community, state, and country.*

PURPOSE AND VISION OF REVITALIZE:

After opening the doors of Graciously Broken in March of 2016, we have seen God move mightily in the lives of those who have entered our program. In the process, God has opened our eyes to the great brokenness that so many women are suffering. The circumstances are various, such as addiction, abuse, depression, anxiety, divorce, loss, and a life of unmanageability. Our heartbeat is simply to point the broken and hurting to the only hope we have found for ultimate freedom... Jesus. We know, firsthand, the power the Gospel of Jesus has over any struggle anyone may have. We ourselves were graciously broken. We believe that God's grace is what brings us to the point of brokenness or "rock bottom" so there's nowhere else to look but up to Him. He is our source of hope, and He will only satisfy the longing in our hearts. That leads us to Revitalize.

Revitalize is a 6-week course to reignite a passion for life, to develop and maintain core values and coping skills, and to be strengthened through the transformative work of Jesus Christ.

As a **Gospel-centered** ministry, we hold fast to these **core values**:

- **Compassionate:** We will be motivated by love. We will protect, guide, and invest in one another as we cultivate an environment of healthy communication and active listening. We will be unified in the common goal through communing with God, sharing joys and struggles, and keeping to our core values.
- **Authentic:** We will be a people of integrity who are personally committed to walking out the calling God has placed on our lives.
- **Diverse:** We will be accepting of women from any culture, sexual orientation, and faith who have a desire to experience hope and healing. We are committed to loving them well through holding fast to the teaching of God's Word.
- **Stable:** We will provide a safe and clean-living environment by keeping to our standards of operation, creating an atmosphere for transparency and acceptance, and having a "no discrimination" mindset.
- **Excellent:** We will pursue excellence by being good stewards of our time, resources, and positions. We will take ownership as we commit and are held accountable to the vision and mission of the organization.

APPLICANT CRITERIA

1. There is an expected payment of \$75 weekly or \$400 total upfront.
2. Desire for change and willing to work hard for something different.
3. Commit fully to 6 weeks through adhering to the guidelines and procedures, taking your time in this course seriously, and taking suggestions.
4. Must submit an honest and thorough application, **completed by the applicant.**

5. Must interview with the Program Director.
6. Cannot be a sex-offender.
7. Cannot have violent tendencies. (Violence will not be tolerated and will result in immediate expulsion with no refund.)

APPLICATION/ACCEPTANCE PROCEDURE

- The applicant will fill out an application and turn it into the office or apply online.
- The application will then be processed to determine if she meets the criteria for an interview.
- An interview with the Program Director is necessary to determine if the applicant meets the basic requirements to enter the program.
- If accepted, the intake process will begin.
- If the applicant is not accepted, the applicant will be notified and be recommended other programs or resources, if possible.

EXPECTATIONS

1. What we expect from you
 - To be prepared every day
 - We ask that you attend every day and are on time. When you are going to be late or absent, we request that you call the office and let us know. If, for any reason, you have a concern and no longer want to attend, we invite you to discuss your issue(s) with the Program Director before making the decision to drop out of the program.
 - We expect that you do all the assigned homework before the first group of the day and come prepared for each class. Homework is an essential part of your healing and provides a way for you to practice what you are learning. By practicing, you learn what skills work best for you so that you can be successful long after the program has ended.
 - We ask that you keep your cell phones on vibrate and put it away during session times. If there is an emergency, communicate that with your instructor prior to the next session if possible.
 - To be authentic
 - Your freedom will be equivalent to your level of honesty. As with everything, what you put into it, you will get out of it. Half measures will avail you nothing.
 - We encourage you to participate to the best of your ability, being engaged in all classes, transparent with your sharing, true with your story, and real with your feelings.
 - Accountability is key for all of us. Therefore, we urge each of you to support one another in the pursuit of your goals, to follow through with your commitment even in the face of difficulties, and to assist the staff and other participants to create an atmosphere that fosters mutual respect, cooperation, courage, and support.

- To be committed to safety in every opportunity
 - We request that you honor the confidentiality (privacy) of others in the group. What is shared in the group, stays in the group. Audio or visual recordings of any kind are prohibited.
 - We expect that all complaints or criticisms would be communicated, first, to the person with whom you have a complaint. Secondly, take your complaint only to someone who can do something about the situation. We also ask that you not entertain criticisms or complaints from another when you cannot do anything about it. Redirect the individual to the one with whom they hold the criticism against or to the one whom can do something about the complaint.
 - Our desire is that we would be a group that does not harbor anything in our hearts against each other. That in our commitment to each other, we would be intentional to resolve any issue, forgive one another, and restore unity.
 - We also want to avoid judgement. To foster that culture, we must listen to each other, respond with sensitivity, and prayerfully consider any feedback.
2. What you can expect from us
- A reliable program
 - We are dedicated to providing you with the best possible care. We desire to be a safe place where you can find the courage to share those things for which you carry the most shame, knowing that we will love you more and not less. We will not okay your sin, but we will be willing to walk with you through them.
 - We strive to be good stewards of your time by starting and ending on time, providing specialized counsel based on study and experience, and by assisting you through the “unknowns” that often cause people, out of fear, to freeze up.
 - GB staff respects the fact that Revitalize is a voluntary program and that anyone may exit at any time. However, there will be no refund if you choose to voluntarily exit the program. We also want you to know that we will honor your right to say “no” to situations that are too uncomfortable. However, it is important for you to know that you may miss out on something that can really help you by being unwilling to be stretched out of your comfort zone.
 - Active involvement in your healing
 - We desire to be a support and resource for you. One way we seek to achieve that is through one-on-one sessions. Every participant will be given two one-on-one sessions. During these sessions, you will be able to work with an instructor to process through the internal roadblocks to your recovery and ultimately your relationship with Christ. In these sessions, we will talk about personal application of what is being taught

in classes and set goals for personal advancement and healing in said areas.

- Another way we seek to be a support and resource for you is by giving attention to your external needs. Our goal is for you to be set up for success when you finish the program, and we understand that addressing only the internal wounds will not facilitate that goal fully. As a part of Revitalize we want to assist you in the differing needs you may have by connecting you with outside resources to aid in meeting those needs. This includes but is not limited to driver's license, social security cards, and mental health assistance.
- Commitment to safety
 - In committing to your safety, we will hold fast to the guidelines and procedures of the Revitalize program. If you are repetitively late (2 + days) you will meet with the Program Director to evaluate the situation and whether it's a good time to be in the program. If it continues, you will be asked to exit the program until you can find a time when the program will better fit your schedule.
 - If you create an unsafe environment by lashing out at others, not guarding confidentiality, trying to fix another, or repeatedly refusing to share, you will be asked to exit the program.

We cannot fix you. We are not responsible for whether positive change is produced in your life. The process of healing can be stressful, difficult, and time consuming. Freedom requires diligence and it requires us both working together. You must be willing to participate in your healing. Ultimately, it is up to you as to what you gain from this program. It will work for you, but you must do the work.

GENERAL RULES

1. You must adhere to the guidelines and procedures of Graciously Broken Ministries and to those who are responsible for leading this organization. Direction given by GB Executive Staff, Board of Directors, and to all of those whom they have given authority to make decisions, must be followed promptly.
2. Participants are asked to attend all classes, activities, and actively participate in the program. This includes homework and sharing.
3. Do not be late. If you must be late, please call ahead and let the office know.
4. Do not give your phone number, address, or any contact information to the 12-month program residents.
5. Do not give or lend money, give gifts, or share anything with the 12-month program residents. All items must go through the office.
6. Appropriate clothing must be worn on GB campus. (Examples of inappropriate clothing include, but are not limited to, spaghetti strap shirts, short shorts, revealing shirts, low cut shirts, etc.)
7. Participants are not to use computers, copy machines, or any other office equipment without permission from the staff.

8. No dating or developing new romantic relationships with other participants or GB residents. This will result in immediate dismissal.
9. No sexual conduct or innuendos. Sexual innuendos are grounds for dismissal.
10. Stay in designated smoking areas only while smoking. There's no vaping in any building on GB campus. Do not smoke in front of the building before you come in for class each morning. Do not throw cigarette butts in our yard. The designated smoking area for Revitalize is behind the office building.
11. No drugs or alcohol allowed.
12. No weapons or pocketknives.
13. No profanity.
14. Everyone is subject to random drug and alcohol testing.
15. All rules are subject to change as necessary.
16. All conversations should be positive and refrain from glorifying the darkness of your past. *"Take no part in unfruitful works of darkness, but instead expose them. For it is shameful even to speak of the things that they do in secret."* Ephesians 5:11-12
17. No children or men are allowed on GB campus unless approved by staff.

CLASSROOM GUIDELINES

1. Report to class on time.
2. Treat the instructor with respect and kindness.
3. Do not ask questions to get off topic.
4. Be attentive and respectful of other participants.
5. Sit properly without slouching.
6. Sit in one chair only and do not put your feet on another chair.
7. No loud chewing, crunching, tapping, or anything that may be a distraction.
8. No sleeping.
9. Actively participate in the class.
10. Come prepared.
11. Use the restroom before class begins.
12. Do not put books and Bibles away until the session has completely ended by the instructor.
13. No shouting out answers, questions, or comments unless specifically directed by the instructor. It is a good practice to raise your hand.
14. Do not work on other assignments (homework, other classes, etc.) during a session time. Full attention should be given and will give the most effect for your progress.
15. Do not get up out of your chair during class unless directed or given permission.

GB SELF HARM PROTOCOL

What to do if a suicide threat is made:

1. If the threat is made during office hours, the staff/volunteer on duty must report the person to one of the Directors immediately or send someone to get the Director if you can't leave the group/individual.

2. If the threat is made after office hours, the police should be called immediately. Call 911. We would rather embarrass someone than to take a chance and then follow through with a threat.

We take all threats of suicide seriously, but we must be careful in how we assess those threats. Try to determine if the person is reaching out because of loneliness, feeling overwhelmed or fearful. Many people will make statements of wanting to “end it all” because they really want to be connected and have not found a way to do that yet. We want to be especially sensitive to those who are new to GB, because we do not have knowledge of their personal history and behaviors.

FINANCIAL POLICY

Every Revitalize participant must pay a fee the week before the program begins. A payment plan will be made and communicated when you register for the program and follow up with intake paperwork.

There are two options of payment:

1. Weekly: You will be set up on a payment plan of \$75 (\$450 total) per week. All payments are due before the starting week. If payments are not paid on time, you will be asked to give reason. If it continues, you will be asked to exit the program until there is a more convenient time financially.
2. Full Payment: Full payment of \$400 is due by the Friday before the start of the program. That date will be communicated with you upon registration. If you do not pay the fee before the first day of the program, we will assume that you will not participate and will take your name off the list, and you will have to wait until the next Revitalize program to begin.

If you desire to participate in the Revitalize program but are unable to pay the fee, you can call the office and set up a time to come fill out a Request for Assistance Form. This does not guarantee a spot, but we want to do all we can to help as many as we can.

REVITALIZE CURRICULUM

Revitalize curriculum was written by our Co-founder and Program Director, Amanda Tornberg. Amanda is inspired, first and foremost, by the Bible. We believe the Bible to be completely true and is the guide by which we live, manage our organization, and interact with others. She has also studied various materials with emphasis on recovery, spiritual principles, and life and coping skills in which she will reference in her teaching and writings. Amanda has 19 years of sobriety and is an expert on living a life of recovery. In addition, Jessica Boggio, has assisted Amanda in writing curriculum on boundaries. Jessica is a Graciously Broken Ministries graduate and former employee. Jessica has a gift of writing and has an amazing ability to bring recovery to life through practical application.

You will be lead in this program through the instruction of Amanda Tornberg and Denise Bowens. Denise is a faithful Board Member, volunteer, and teacher at GB. She is also the leader

of Celebrate Recovery at Woodland Hills Baptist Church and well-known speaker, Bible teacher, and encourager of women in the East Texas and surrounding areas.