

# Emmaus House

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## Intake Policies and Procedures

(Goals, Rules, Expectations and Guidelines)

**Overcoming Life Controlling Sin Bondage**

**Duluth, Minnesota**

# EMMAUS HOUSE

## *Introduction/Goals*

Welcome to EMMAUS HOUSE!

First and foremost, we at EMMAUS HOUSE want to remind you that this is a voluntary program. There are a many goals, expectations, and rules to the program. There has been a great deal of prayer and conversation by numerous people that has gone into the founding of EMMAUS HOUSE. Every detail is important to the whole. We believe a man entering the program, if diligent in it; will leave with the makings of a man of God.

It is important for you to realize that we at EMMAUS HOUSE are not lording authority over you. This is a voluntary program and you can leave anytime. Also, if you are here because you think you have nowhere else to go or that you want to save money, I will be the first to tell you that your motives are wrong and that you will not succeed the program. Your primary motive must be to know God in a greater way and to worship and serve Him with all your heart.

You must prayerfully determine if this program is right for you and that your goals are similar to ours. This is a difficult program, not academically, but in commitment, responsibility, and diligence. I highly encourage you to count the costs before committing.

*For which of you, intending to build a tower, sitteth not down first, and counteth the cost, whether he have sufficient to finish it? (Luk 14:28)*

The primary goal of EMMAUS HOUSE is to cause you to 1) have the proper **Identity** and that is, in Christ, I am a son of God. This is the foundation block upon which all else must be established in our life. 2) Understand and engage in our **Purpose**. Romans 8:28-29...God's purpose for us is to be conformed into the image of his Son. And 3) what is our **Mission**. What has God called me to do? What is His vision for my life? These principals and questions will be found and answered as we enter into a diligent, committed, and intentional relationship with the Lord where we are seeking Him daily.

Along with this, to be conformed into the image of his Son means to overcome the sin of the world, the flesh, and the devil and develop the same Godly characteristics that we find in Christ. The following is a list of characteristic that we hope to begin developing in your new life in Christ: (the list is not all inclusive)

1. Dignity - the state or quality of being worthy of honor or respect.
2. Integrity - the quality of being honest and having strong biblical principles; moral uprightness.
3. Responsibility - the state or fact of having a duty to deal with something or someone
4. Discipline - training that corrects, molds, or perfects the mental faculties or moral character
5. Honor – of high respect, a person of superior standing
6. Commitment - the state or quality of being dedicated to a cause, activity, etc. (God, a prayer life, Great Commission)
7. Diligence - careful and persistent work or effort. (God is the rewarded of those who diligently seek him)
8. Initiative - the ability to assess (judge ourselves, situation, etc) and initiate things independently.
9. Valor – great courage in the face of danger, especially in battle

# EMMAUS HOUSE

## *Program Overview*

### **“What to Expect”**

First, it is important to note that we do not believe that programs in and of themselves have the ability to bring people to a victorious life. It is only a daily relationship by faith with the Lord Jesus Christ that will bring us to victory. He is our victory!

Emmaus House consists of two phases. During Phase 1, the emphasis will be placed on developing a daily time of prayer and the study of God’s Word. You will learn by faith to walk in the grace of God for the transforming of your heart and mind (Romans 12:1-2). An emphasis will always be placed on applying the Word of God, not just to be hearers, but doers of the Word (James 1:22) As you begin to mature in the Lord, a desire to give to others what you have been given should naturally grow in your heart. You should begin to want to minister to others, to give what you’ve been given. Jesus said “follow me and I will make you fishers of men” (Matthew 4:19). Therefore, an emphasis will also be placed on finding and answering the call that is on your life.

The following outline is for a non-student. If you are enrolled at a college or university or decide to while you are in Emmaus House, you may or may not hold a job depending on your course load and financial aid. This will be determined on a case-by-case basis.

### **Phase 1 – Transformational Housing (non-student)**

- 12 months intense bible study and bible application to our life
- Evening and Sunday meetings/classes
- Each resident will receive pastoral care including biblical counsel and guidance
- Dormitory setting – two beds per room. However, we typically have one per room with few exceptions.
- Residents must work part time or full-time jobs that do not interfere with the evening and Sunday classes.
- By the end of the 12 months, each resident will be leading a small group of at least one other person
- Leadership skills development
- Upon Graduation you will receive a certificate of completion from Emmaus House and Pathfinders School of Ministry.

### **Phase 2 – After Care (optional, student and non-student)**

- Maintaining relationships and encouraging men to continue in their pursuit of Jesus Christ.
- Help and guidance to find housing
- Continued pastoral care
- Continued biblical counsel and guidance
- Continued leadership development through encouragement and guidance in your small group ministry

# EMMAUS HOUSE

## *Interview Process*

### **The Interview Process:**

The interview process has *two* parts to it:

- 1) The first interview will have two main elements. We will engage in some light conversation so both of us can get to know a little about one another. We hope to find out where you are at spiritually and would like to know your goals for the next year or two. We will discuss Emmaus House in detail including all the goals, expectation, guidelines, and rules. And finally, we will leave you with some information with you to review and ask that you prayerfully consider the commitment of Emmaus House. We will also do the same by seeking the Lord.
- 2) After a day or two, if both parties decide to proceed, then the final interview will be conducted. This will be a place for you to ask any questions that you might have and we will do the signing of the paperwork. The details for your arrival will be discussed at that time.

# EMMAUS HOUSE

## *Goals, Expectations, Rules, and Guidelines*

*The purpose of these goals, expectations, and rules is to establish godly principals in your new life in Christ. It is our hope, as part of your transformational process, that these principals would become part of who you are, in other words, that you would own and defend them. We pray you would become as desperate to cling to these principals as you once clung to your sin-bondage. May God bless your endeavor here at EMMAUS HOUSE!*

(Initials)

- \_\_\_\_\_ I understand that I am not a tenant and that I am not paying rent. I am enrolled in a program and I can be discharged at any time. The money I pay is not rent, it is a program fee which covers operational expenses.
- \_\_\_\_\_ I agree to abide by all the goals, expectations, and rules and guidelines of Emmaus House that are in place now or put into place in the future. I will listen to, respect, and not argue with the staff of Emmaus House. I understand that I will be discharged immediately if I show any divisive attitudes or behavior. I also understand that I will be discharged immediately if I, in any way, threaten or enact any form of violent behavior towards any staff member or resident. This includes any aggressive behavior and/or laying your hands on anyone in any way.
- \_\_\_\_\_ I agree to remain illegal drug /alcohol free (which includes medicinal use marijuana), will participate in drug testing while I am a resident, will permit my room to be searched for such contraband, and further agree not attend or visit any event or location where alcohol or illegal drugs are present. I also agree not to use tobacco products and not to have weapons anywhere on the property.
- \_\_\_\_\_ I agree not to engage in fornication as well as any promiscuous activities with members of the opposite or same sex. I also agree not to look at pornography.
- \_\_\_\_\_ I agree not to play video games and that watching television, You Tube videos, etc should be limited to 5 to 6 hours per week. This will monitored by the honor system. I will not have on the property any rated R movies. I agree to limit all movies played downstairs or in the living room to a rating of PG or below. I agree to keep all my personal media such as movies in my bedroom and out of sight.
- \_\_\_\_\_ I agree to keep my living space area clean, my bed made every day, and will keep clutter off my desk, dresser, and the floor. I agree that my room is open to inspection at all times. I will shower daily and maintain good grooming & personal hygiene habits.
- \_\_\_\_\_ I agree to assist with weekly chores and participate in necessary daily in-house activities.
- \_\_\_\_\_ I agree that profanity or abusive language will not be permitted under any circumstances
- \_\_\_\_\_ I agree that threats, even joking are inappropriate in a house of peace and that fighting, even if you did not start it, is unacceptable.
- \_\_\_\_\_ I agree out of respect for my roommate that food will not be allowed in my bedroom. Beverages/water will be allowed but must be in a container with a lid.
- \_\_\_\_\_ I agree that no burning candles will be allowed anywhere at Emmaus House. Flameless candles are ok.
- \_\_\_\_\_ I agree that borrowing or using roommate's possessions without their permission is considered theft.
- \_\_\_\_\_ I agree that entering another resident's room when they are not there casts a cloud on your integrity and is not permitted.

- \_\_\_\_ I agree that laundry may be done in lots of not more than two loads and must be removed promptly when finished. Laundry will not be allowed to lay around on the basement floor.
- \_\_\_\_ I agree that I will wear ear-buds/headsets when listening to entertainment or that the volume will be acceptable to my roommate. Under no circumstances will such devices be heard in the hallway with the bedroom door closed.
- \_\_\_\_ I agree that there is a dress code. Shirts, bottoms, and footwear should be worn at all times in public places (including from your bedroom to the bathroom). Pajamas and/or robes may only be worn in public areas between 10 pm and 6 am. Sleeveless shirts, tank tops, “muscle shirts”, etc. should only be worn outside. Clothing with alcohol, drug, demonic, or profane pictures or language is not permitted. The wearing of sunglasses and the wearing of a hoodie up in the building is also not permitted. Wearing pants low enough to see underwear will also not be permitted.
- \_\_\_\_ I agree that there is a dress code for fellowship (Sunday Church). No hats, muscle shirts, shorts, or flipflops/sandals. Come wearing nice clothing, doesn’t have to be a suit, but look nice, show respect to the Lord.
- \_\_\_\_ Emmaus House is located ½ block from a public high school. I agree that I will not engage in any conversation with individuals, men or women, passing by on the sidewalk regardless of age. I also agree that there will not be any bantering or heckling whatsoever from the front porch.
- \_\_\_\_ I agree to communicate when arriving home after 10:00 PM, in advance of late night activities.
- \_\_\_\_ I understand that out of respect for my roommates, no single guest will be constantly present and all guests need prior consensus approval. I also understand that guests may only visit me on the first floor of the home, cannot stay overnight, and must depart by 10:00pm.
- \_\_\_\_ I understand that women are not allowed in EMMAUS HOUSE whether they are a friend, girlfriend, or fiancé and that it is highly recommended that all interactions with women outside of EMMAUS HOUSE should be done in a public setting.
- \_\_\_\_ I agree to a “lights out” policy at 11:00 pm and I understand that all personal property and electronic devices are subject to scanning for inappropriate material.
- \_\_\_\_ I understand that driving privileges, even if I have my own car, will be disallowed or limited, primarily due to limited parking space.
- \_\_\_\_ I understand that one of the possibilities for my employment is to work at Emmaus Home Repair and Maintenance, Lawn, Garden, and Landscaping. This is determined in a case by case basis.
- \_\_\_\_ Employment, education and out of town travel schedules will be communicated in advance.
- \_\_\_\_ I agree to be in school full time, maintain employment, or be involved in volunteer work.
- \_\_\_\_ 1) I agree to attend one weekly house meeting (upon request)
- \_\_\_\_ 2) I agree to attend Pathfinders School of Ministry and do all that is required to receive a certificate if not previously completed. (all absences must be excused, no unexcused absences)
- \_\_\_\_ 3) I agree to attend a weekly “More than Conquerors” meeting. (all absences must be excused, by Paul)
- \_\_\_\_ 4) I agree to attend the weekly Sunday fellowship gathering at Paul Mattfield’s unless otherwise approved by Paul. (all absences must be excused)
- \_\_\_\_ 5) If you have completed “Pathfinders School of Ministry” you will have the option to choose, unless assigned to you, a ministry or ministries to attend from the “List of Approved Ministries” (next page). However, once you must commit to it you may not change meetings without prior approval.

- \_\_\_\_\_ I understand that the primary goal of EMMAUS HOUSE is to cause me to be a disciple of the Lord Jesus Christ. It is He who will give me victory over the life controlling sin bondage that I am in. Becoming a disciple will happen when I enter into a secret place of prayer daily by faith with the Lord Jesus Christ through His Word and that in this relationship the Holy Spirit will transform me, teach me, and comfort me. Therefore each resident is expected to rise up 1 hour or more before their day starts to spend time with our Lord. To prepare for this, I agree to have “lights-out” by 11pm.
- \_\_\_\_\_ I understand that one of the requirements of Phase 1 is to personally answer the Great Commission. We believe that God will give each of his saints an individual vision on how He wants to answer the Great Commission through us. Therefore, each Phase 1 resident is expected to have at least one weekly meeting or ministry outreach where they are ministering to 1 or more people. We are here to help you in this.
- \_\_\_\_\_ I agree to handle all conflicts; such as physical violence, threats, emotional abuse, stealing, or foul language with the EMMAUS HOUSE “Disciplinary Procedures and Conflict Resolution” plan and understand that disruptive behavior that disturbs the harmony of the home could lead to being discharged.
- \_\_\_\_\_ I understand that these “Expectations and Guidelines” are not all inclusive, but are specific in spirit, as well as guiding points to the basic expectations at EMMAUS HOUSE. I also understand that violations of these “Expectations and Guidelines” or other contrary behavior may be cause for discharge from occupancy.
- \_\_\_\_\_ If I am discharged from EMMAUS HOUSE, I agree to leave immediately (with all personal property), or at the discretion of the leadership.
- \_\_\_\_\_ If I voluntarily leave EMMAUS HOUSE I will remove all personal property immediately, or at the discretion of the leadership, or they will become the property of EMMAUS HOUSE and will be donated or reallocated.

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Person who presented these “Expectations and Guidelines”** \_\_\_\_\_

*EMMAUS HOUSE is striving to provide a Christian environment consistent with Biblical principles. We are here to help you recover from your sin bondage and want to encourage and help you to succeed. Please assist us by communicating your needs.*

# EMMAUS HOUSE

## *Financial Obligation*

The cost of the program to its residents is \$400/month. This covers the basic living expenses accrued by this ministry. The resident must also pay for their own personal expenses such as food, hygiene, cloths, etc. Costs associated with the ministry are covered by the ministry.

If a resident is not a full time student, we require each resident to find employment and pay for their program fee on their own. If the resident is unable to work then we suggest that the resident find a sponsor, (family, friend, etc), that would cover these costs. We would also accept governmental assistance if the applicant is eligible.

If you are unable to pay through any of the ways mentioned above, we will work with you on a case by case basis. Please do not let the financial obligation deter you from applying for residence at Emmaus House. We will work with your situation as best we can.

*Signature:* \_\_\_\_\_ *DATE:* \_\_\_\_\_



# EMMAUS HOUSE

*Approved Ministries, Fellowships, Programs, and Support Groups*

## **Weekly Meetings/Ministries**

### **Pathfinders School of Ministry**

For more information contact:

Bob Loubek

218-349-9211

Meets at Emmaus House

4501 East Superior Street Duluth

### **More than Conquerors**

For more information contact:

Paul Mattfield

218-461-7413

Meets at Emmaus House

4025 East Superior Street Duluth

### **Legacy Men**

For more information contact:

John Burmeister

715-919-2618

Lincoln Park, Duluth

### **Any other Ministries**

Will be approved on a case by case basis

## **Sunday Fellowship**

### **Stone Ridge Church**

For more information contact:

Paul Mattfield

218-461-7413

Meets at Emmaus House

4025 East Superior Street Duluth

*Signature:* \_\_\_\_\_ *DATE:* \_\_\_\_\_

# EMMAUS HOUSE

## *Conflict Resolution and Disciplinary Procedures*

- First and foremost, it is important to understand that every resident of EMMAUS HOUSE is here on a voluntary basis and that each resident is self enrolled. Residents are not renters/tenants but residents of a treatment program and/or transitional house.
- It is our goal that each resident would come to the understanding and ability to resolve conflict as it comes into their life in a Biblical way. We understand that this is a growing process so the leadership and staff will be there to help you. The following is the Biblical model for handling conflict and discipline:
- Step 1: Matthew Ch 5 – General conflict resolution
  - *Mat 5:39-42 But I say unto you, That ye resist not evil: but whosoever shall smite thee on thy right cheek, turn to him the other also. (40) And if any man will sue thee at the law, and take away thy coat, let him have thy cloke also. (41) And whosoever shall compel thee to go a mile, go with him twain. (42) Give to him that asketh thee, and from him that would borrow of thee turn not thou away.*
  - *Mat 5:25 Agree with thine adversary quickly, whiles thou art in the way with him; lest at any time the adversary deliver thee to the judge, and the judge deliver thee to the officer, and thou be cast into prison.*
- Step 2: Matthew Ch 18 – Conflict resolution with a brother in the Lord
  - *Mat 18:15-17 Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. (16) But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. (17) And if he shall neglect to hear them, tell it unto the church: but if he neglect to hear the church, let him be unto thee as an heathen man and a publican.*
- Step 3: The Church/EMMAUS HOUSE – If a matter of conflict is not resolved with either of the first two steps, then the leadership of the church will proceed to handle the matter in one of the following two ways:
  - 1 Corinthians Chapter 5 – Church leadership will judge the matter themselves and the decision will be final.
  - 1 Corinthians Chapter 6 – Church leadership may choose one who is least esteemed in the church to judge the matter and their decision will be final.
- To ensure the proper dynamics of EMMAUS HOUSE, residents may be discharged for any reason and at any time.

I agree with and agree to follow these “Disciplinary Procedures and Conflict Resolution” plan.

*Signature:* \_\_\_\_\_ *DATE:* \_\_\_\_\_

# EMMAUS HOUSE

## *Cause not your Brother to Stumble*

***This document is intended to provide general information and guidance regarding the concept of loving your brother above yourself and above your desires in an effort to edify your brother and prevent him from stumbling. If you have any questions or concerns, please ask prior to signing. The purpose of this document is to provide clarification for every resident, as well as staff and volunteers.***

*Rom 14:13-23 Let us not therefore judge one another any more: but judge this rather, that no man put a stumblingblock or an occasion to fall in his brother's way. (14) I know, and am persuaded by the Lord Jesus, that there is nothing unclean of itself: but to him that esteemeth any thing to be unclean, to him it is unclean. (15) But if thy brother be grieved with thy meat, now walkest thou not charitably. Destroy not him with thy meat, for whom Christ died. (16) Let not then your good be evil spoken of: (17) For the kingdom of God is not meat and drink; but righteousness, and peace, and joy in the Holy Ghost. (18) For he that in these things serveth Christ is acceptable to God, and approved of men. (19) Let us therefore follow after the things which make for peace, and things wherewith one may edify another. (20) For meat destroy not the work of God. All things indeed are pure; but it is evil for that man who eateth with offence. (21) It is good neither to eat flesh, nor to drink wine, nor any thing whereby thy brother stumbleth, or is offended, or is made weak. (22) Hast thou faith? have it to thyself before God. Happy is he that condemneth not himself in that thing which he alloweth. (23) And he that doubteth is damned if he eat, because he eateth not of faith: for whatsoever is not of faith is sin.*

When Paul speaks of this subject and he says there is nothing unclean, he is speaking of behavior that acceptable to a Christian. He is not talking about drunkenness, fornication, lying, etc. So there is a line, a standard if you will between what is acceptable godly behavior and unacceptable ungodly behavior. From here forth, we will be speaking of all behaviors that are acceptable.

Now within acceptable godly behavior, every man has his own standard of what is right and what is wrong. Paul uses the example of eating meat; he says first of all that all food is clean. Ref Mark 7:18-19 Then he goes on to say BUT, if one man thinks he should not eat a certain type of meat, then he should hold to his convictions and not eat it. He even goes so far to say that if he eats meat that he feels conviction over, to him it is a sin. Therefore if your brother has a conviction of something, do not be a stumbling block for him. On the contrary, be a man of peace! Do not eat that meat in front of him. Honor his conviction. In private, away from you brother, eat what you will.

This concept must be honored and obeyed out of love at EMMAUS HOUSE and wherever you go for the rest of your life. This will play out in every relationship you have and will become most evident when you have children. At EMMAUS HOUSE, whatever the lowest standard is on a given subject or concept, that standard will be required of all.

***Signature:*** \_\_\_\_\_ ***DATE:*** \_\_\_\_\_