



WESTERN MICHIGAN  
 **ADULT & TEEN CHALLENGE**

# MEN'S CENTER STUDENT HANDBOOK

# VISION STATEMENT

We exist to develop a life in Christ, with the hope and freedom that is found in Him.

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"Therefore, if anyone is in Christ, the new creation has come: the old has gone, the new is here!"

2 Corinthians 5:17



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## C O R E V A L U E S

GOD'S WORD

PRAYER

WORSHIP

DISCIPLESHIP

UNITY

# GENERAL GUIDELINES

I agree to cooperate with the staff and interns of Western Michigan Adult & Teen Challenge.

I understand that this student agreement is intended to be basic guidelines for student conduct and community living and does not cover all possible scenarios.

I understand that I am expected to maintain a willing and teachable disposition at all times.

We value respect and honor, therefore show respect and honor at all times.

Students should purpose to have edifying conversation and interactions with one another.

We value timeliness, therefore be on time unless permission has been given otherwise.

I understand that WMATC leadership must see that I am applying myself in class, chapel, study hall, work duties, and in my relationship with Christ and that failure to do so may result in dismissal from the program. Continued progress and growth must be demonstrated.



Students may not use tobacco, drugs, marijuana, alcohol or other intoxicating substances at any time during the program (including all breaks & passes). **THIS IS GROUNDS FOR DISMISSAL.**



No sexual activity (other than with legal spouse). No viewing pornographic material at any time during the program. No communication with the opposite sex. Students may not get married during time at WMATC. No looking at women when in mixed company.



Take care of any emergency medical and dental work before entry. Prior to entry student must obtain a physical, Tb, Hep B, Hep C, and HIV tests and will bring results or allow WMATC officials to coordinate above mentioned physical and tests within 45 days of entry.



Students are not allowed to be on any social media sites while enrolled in WMATC, including during scheduled passes.



Use "student needs forms" for any request or information needed. Place in designated box. If need remains unresolved, use chain of command.



Students must stay on grounds within specified boundaries at all times unless given permission from staff or intern. Notify leadership if you want to leave the program.

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# Conduct for Chapel, Class & Other Functions

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- With prayer, preparation, and alertness be ready for class, chapel services and presentations.
- Students should take a Bible to chapel. Take books, Bible, pen and paper to classes and study hall. Including, other necessary needs such as tissue.
- Take care of bathroom needs prior to chapel, class, study hall and presentations. When needed, the restroom may be used with supervision.
- Do not lean back on chairs. Do not put feet on chairs. May not lay on chairs or "make bed" for movie nights.
- Students should not talk, pass notes, write letters, or sleep in chapel, classes, study hall, or other functions. Raise hand if you have questions in class or study hall.
- No communication by mail, phone, etc. with people students meet at presentations or other functions (including passes), or bring anything back from churches or functions.
- No water bottles in the chapel.
- Refrain from being on the platform or touching the audio/video equipment or instruments.
- Students are not permitted in chapel after 5:00pm unless there is a scheduled function. Prayer in chapel is permitted during free time 5:15PM - 6:15PM.

## Money Procedures

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- All cash, credit/debit cards, check books, and other forms of payment will be locked in a safe with students name for safe keeping.
- Students may not carry forms of payment while in the program unless on a scheduled pass.
- A personal account will be set up for each student's personal funds for store runs, outings, etc.
- Do not purchase items on store run or passes for another student.
- No money transfers between students, unless approved by center director.



## Medication/Health

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- All medication must be given at designated times as scheduled. Bring water bottle to med window.
- Prescription meds must be prescribed by a doctor. Must follow label instructions.
- No storing meds in dorm or in personal belongings. Meds must be taken at med window.
- Permitted 3 cough drops at a time.
- No sharing meds with other students.
- Students are encouraged to seek medical care at student's expense. If funds cannot be obtained or if a medical condition interferes with the program, the student will be sent home. Re-application may be made in 30 days.
- As a rule, over-the-counter medication must be purchased by staff on a store-run or be dropped off unopened and in original package.

## Sick Bed/Illness

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- It is the student's responsibility to notify staff or intern when going on sick bed or coming off of sick bed. Sick bed is all day.
- Sick bed is to be approved by staff or intern BEFORE going on sick bed. Also report at each meal to evaluate need for continued sick bed.
- Each student is allowed four sick bed occurrences during their program. After four occurrences then days will be deducted from 3 and/or 5 day passes.
- Each sick bed occurrence is to be approved or denied by Director of Men's Center.
- Sick bed is reserved for legitimate illness to allow time for recovery.
- Exceptions are determined by men's director only.



## Shower/Sinks

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- No reserving your showers at shower time.
- Refrain from talking in showers.
- Do not let water run when brushing teeth or shaving.
- You are responsible to clean up after yourself in bathroom, showers, and sinks.

## Personal Hygiene

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- Keep neat and clean at all times
- Take a shower every night during designated shower times.
- Always use deodorant and never smell offensive.
- Keep clothes clean, ironed and mended.
- Keep nails clean and trimmed.
- Men - keep facial hair neat and trimmed.
- Do not use anyone else's toothbrush, razor, bath sponge, washcloth, towel, etc.



## Haircuts

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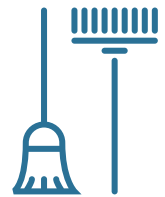
- Haircuts are permitted every 2 weeks.
- Only men getting their hair cut are allowed in the barber room.



# Work Duties

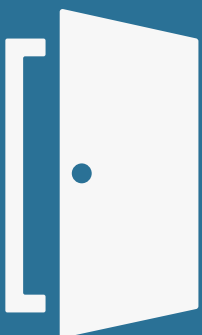
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- Students perform work assignments not as an employee, but solely for their benefit to further their spiritual growth, maturity and character development.
- Students should check the work duty list for work assignment and report to the multi-purpose room for "call downs" at 1 PM. Report to assigned work duty for instructions from crew leader.
- Be ready for work duty at 1pm and wear clothes appropriate for manual labor (jeans or work pants, shirt, socks, work shoes).
- Work duty must always be inspected by the work crew supervisor or crew leader.
- Students are not allowed in certain areas. (kitchen, pantry, garage, barbershop, laundry room, prep room, etc.) unless doing assigned work.
- Work duties may include: buidings, grounds, and other minimal on-grounds or off-grounds work.
- Do not drop needs slips during work duty.
- Work duties are assigned. Do not ask to switch.
- When working on ground crew, have a separate set of shoes in boot room so that dirt, snow, etc. is not tracked through building.
- Continue working throughout work duty time. If you run out of work, ask your crew leader for direction.
- No talking to barber, graders, or off-duty cooks during work duty time.
- No work duties permitted near the 4-plex buildings on weekends.
- Do not use side doors of the multi-room to thow away trash.



# Men's Office

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- Knock on door before walking into the office.
- Refrain from hanging out in office.
- Must drop a "needs slip" for needs you have. Come to the office only when you are called.
- There is an "open door policy" for students who are under 30 days with men's intake coordinator. Please knock before entering.
- Only use bathroom by men's office when given permission, otherwise use dorm bathrooms.

# Kitchen Guidelines

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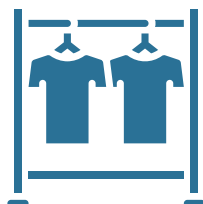
- Only students assigned to the kitchen are allowed in the kitchen.
- All food is to be served and eaten in designated cafeteria space.
- Food is not to be traded or given away.
- No special diets, except for documented food allergies.
- Do not use another person's utensils or dishes until they have been properly cleaned.
- Students working in kitchen, coolers, or pantry are not allowed to eat or drink anything beyond what student body receives.
- Student will not be denied food at regular meal times.
- Wait to be seated or touch a plate until everyone is present for meal time. Fill in empty tables.
- Refrain from claiming a plate or swapping plates.
- "Serving Dorm" must wash hands before serving and wait to be seated with other students.
- One scoop of all extra food and/condiments.
- Water only in water bottles.
- Office worker tray should have on it what is being served.
- 15 minutes are permitted for eating, after everyone is present and seated.



# Dress Code

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- Chapel & class attire is to be business casual (nice shirt, pants, or jeans). Must wear a belt. Modest, conservative attire without being torn.
- Presentation attire is pants and nice shirts and shoes unless other is recommended by the church. Must wear a belt.
- Shirts can be tucked or untucked.
- Hoodies are not allowed to be worn when "chapel attire" is required.
- No bare feet, except in bed. Socks must be worn unless with slippers or sandals during study hall or free time.
- Be fully dressed before leaving the dorm.
- Shirts must have sleeves and may not be cropped.
- Shorts should not be more than three inches above the knee.
- When going to showers, wear a robe and slippers. Men's center: wear shorts and a tshirt. Wear shorts under robe. Be fully covered.
- Wear underwear while sleeping.
- Make sure all dirty clothes are in the laundry to be cleaned on assigned laundry day. No dirty clothes in drawers.
- On your dorm's laundry day, clean clothes must be put away between 5-6:30 PM



# DORM GUIDELINES



- Only permitted in assigned dorm.
- Be quiet after lights out at scheduled time.
- May not get into another person's belongings or wear another person's clothing.
- May not sit or lay on another person's bed.
- Get out of bed, make bed, and clean area as soon as lights come on. Cooks and students going to presentations must do their best to maintain the same standard.
- No lying down on weekdays (after lights come on) before 5PM, except off-duty cooks.
- Do not "tent" beds (exception Dorm 1, Bed 2)
- May not sell or trade anything (incl. CDs, clothes, shoes, etc.).
- Keep belongings orderly in designated area. Personal belongings are to be stored away during the day. (Including fans, pictures, backpacks, etc.)
- Stay in dorm during "Dorm Life". Exceptions: bathroom, showers, iron room and med line.
- "Dorm Life" starts at the first set of glass doors going into the breezeway.
- Refrain from talking at all during "Dorm Life", unless an emergency.  
Quiet Time: 9pm-10:05pm (Exception: Little Brother/Big Brother for first 3 days).
- May not eat or drink anything in the dorm, except water bottle, which must be clear.
- Refrain from loud noise and conversation in designated "quiet zones".
- May not get out of bed after lights are out or before lights on, except to use the restroom (do not take reading material to restroom). May lay in bed and read Bible or book.
- No studying, opening drawers, listening to music, etc. during lights out.
- Serving dorm, presentation teams, and cooks must remain respectful to other students when getting up early. NO talking, loud noise, light, etc. (small flashlight is permitted).
- Do not spray air fresheners, Lysol, etc in dorm.
- Aerosol products are not permitted anywhere.
- No personal products that contain alcohol as an ingredient.



# DORM GUIDELINE CONTINUED

- Shoes may not be worn in the dorms. (Men only: Monday - Friday from 1PM to 5PM and 9AM to noon on Saturday. These times correspond with outdoor work duties).
- May only go to dorm during work duty or between class with permission.
- Refrain from placing items in windows or on top of the closet.
- Windows, fans, blinds are to be opened or turned on by dorm captain only.
- Cut finger and toe nails in sink area and always clean up clippings.
- When getting in bed, pull green blanket back and have a sheet on your bed.
- No working out in the dorms, including push-ups and sit-ups
- No going back to bed after scheduled wake-up time.



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## CLEANING

- Vacuum floor Tues, Thurs, Sat. after breakfast.
- Dust as needed (no cleaning solvents).
- Mirrors and windows as needed.
- Empty trash cans daily (turned over during class and chapel).

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## BEDS - Should be kept tight throughout the day.

- Bed must be made up with green blanket.
- No lying on top of the bedspreads. Sit upright only.
- Extra blankets okay under green blanket.
- Two pillows allowed at head of bed (at wall side).
- Nothing kept under the mattress or pillow.
- Empty beds should be kept neat.

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## UNDER BED

- Bus tubs, shoes, book bag, and prayer pad should be neat and in a straight line with nothing else under the bed.

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## BOOK BAG

- To be placed neatly under bed or in drawer.

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## DRESSERS/DRAWERS

- Items in drawers should be arranged in a neat and orderly fashion.
- Student should use only assigned drawers.
- Have like items together and folded. **NO DIRTY CLOTHES IN DRAWERS.**
- Ok to have unopened toiletries in drawer but kept neat.
- Miscellaneous drawer is for odds and ends and should be kept neat.
- Alarm clocks only on top of dresser. (Fan ok at night)

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## BOOKSHELF

- Allowed books and copy of Men's Student Handbook.
- Keep neat at all times.

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## CLOTHES RACK

- Only use designated area assigned.
- Nothing should be on the floor under the clothes rack.

## Prayer Time

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- Respect those who are praying. Respect others when praying.
- Refrain from sitting at table while at scheduled prayer time.
- Do not sit against the wall.
- No reading or talking during prayer time.



## Study Hall

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- If you have questions during study hall, first ask the intern who is working. He may then direct you to a grader.
- Graders are not allowed to communicate during study hall, unless directed to answer a student question.
- Raise your hand if you have a need or a question.



## Free Time

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- Put away all games and items that were used during free time. Leaving these things out will cause forfeit of privileges.
- Refrain from throwing balls in the courtyard area. Use the open field beyond the basketball court.
- May not be in the "back forty" after dark or in the morning before class or chapel.
- No bouncing balls indoors other than in the multi-room during recreation time only.



# Phone Calls

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- Phone calls are for immediate LEGAL family ONLY.
- All phone calls are on an approved basis.
- Allowed on the 3rd Saturday.
- Phone calls are 10 minutes long.
- Phone calls are made Saturday or Sunday 2PM-4PM or Holidays 1PM-4PM.
- Zoom calls encouraged and can be in place of a phone call. Same time limits apply.
- If there is a legitimate reason a student was unable to make their call, make-up time is Monday 1PM-5PM.
- All phone calls and Zoom calls are monitored by staff or intern.
- Pastoral calls are permitted from YOUR church pastor or pastoral staff.

## Married Students

- Married students are permitted 10 minutes to spouse & 3 minutes to each legal, minor child.
- Married students are permitted a 10 minute phone call to another family member, other than spouse, every other weekend.

## Single Students

- Single students are permitted 3 minutes to each legal, minor child.
- Single students are permitted a phone call in place of a visit or opposite week of a visit.



# Mail

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- Allowed on 3rd Saturday
- Mail from immediate LEGAL family ONLY.
- All incoming and outgoing mail is monitored by assigned staff or intern.
- Student will have all stamps kept in the office.
- Do not change your address to 440 Pontaluna Rd. or have your mail forwarded by the post office. Rather, inform personal contacts such as family, doctors, courts, etc. of the change and inform them again when you leave.



# Visit Guidelines

- Visits with immediate family members are allowed on the 3rd Saturday in the program.
- Pastoral visits are allowed (on 3rd Saturday) from YOUR church pastor or a member of YOUR church pastoral staff.

## Visit Hours

Saturday or Sunday.....2PM - 4PM

Holidays.....1PM - 4PM

**SINGLE** - You are permitted one visit every other weekend.

**SINGLE WITH CHILDREN** - Minor children may visit weekly (optional with guardian).

**MARRIED** - Weekly visits are allowed for legal spouses and minor children.



- Students may sit with their visitors at church (on visit days).
- All visitors are to be introduced to a staff or intern upon arrival.
- Anything brought to a student by visitors is to be approved by staff or intern.
- Nothing may be brought for other students.
- Only 1 energy drink is permitted during visit.
- Visitors are allowed in designated areas only. May not play basketball, football, etc. on WMATC property.
- If visitor is bringing food for visit, they must also bring all utensils, cups, plates, etc.
- If family would like to bring a food donation, they must speak first to the Kitchen Supervisor.
- Wait until being called down by staff/interns to join your visitor.
- No smoking or drinking alcohol on WMATC property.
- May not be on a visitor's phone (messaging, phone calls, video calls, etc.).
- UNDER NO CIRCUMSTANCES may a student visit with another student's visit.
- Visit is cancelled if student is on an all-day work duty. (Minor children may be called).
- If a student is on a scheduled pass, it replaces visits and/or phone calls for that weekend.
- No pets allowed on property.

# Student Days Off

## 4 Months

- Eight hour pass
- Accompanied by staff or intern
- 9AM - 5PM
- Saturday or Holiday (when staff or intern is available)

## 6 Months

- Eight hour pass
- Accompanied by staff or intern
- 9AM - 5PM
- Saturday or Holiday (when staff or intern is available)

## 8 Months

- 3 consecutive days off (unsupervised)
- Return 72 hours after leaving
- Replaces overnight that month if married

## 10 Months

- 5 consecutive days off (unsupervised)
- Must return 120 hours after leaving

## Married Student's Overnights

4 Months - One 24-hour pass with spouse each month (45 mile radius)

8 Months - After 3 day pass, one 24- hour pass two times per month (staggered)

11 Months - 24-hour pass each week



## Restoration

- Eight hour pass after 3 months
  - Accompanied by staff or intern
  - 9AM - 5PM
  - Saturday or Holiday (when staff or intern is available)
- Days off may be altered for corrective purposes.
  - Passes requested during test week are approved at the discretion of Men's Directors.
  - If for any reason a student cannot make it back at the designated time, it is expected that he call PRIOR to time due back, informing of the situation. MUST SPEAK to the Men's Director.
  - Failure to follow this procedure will result in dismissal.

# MISCELLANEOUS



Use sidewalks whenever possible. If necessary, wipe off or remove shoes before entering the building.



No standing or sitting in front of building before classes, chapel, or during free time. Please do not stand at multi-room doors overlooking four-plex.



Hats are not to be worn in the building.



CD players and non-radio music devices are allowed, however they must be used with headphones. Only approved Christian music. Staff or interns may review play list. Downloadable devices must be turned in when going on passes and will be given back upon return. CD players and music devices are only used during free time and dorm life.



All books, CDs, pictures, etc. must be cleared through staff or interns and are subject to pastoral approval.



You may put luggage in front of student storage room, nothing else may be put in front of the door.



No new tattoos or body piercings are allowed while in the program.



Reserve front seat for senior student in ATC vehicles.



Only staff, interns, & junior interns are permitted in the staff dorms or staff lounge.



Respect all signs - quiet zone (3rd shift is sleeping). Women's Restroom - only women allowed.

# Bereavement Leave

In the event of the death of an immediate family member (i.e., father, mother, spouse, child, brother, sister, or grandparents) time off may be given to attend the funeral. Arrangements must be approved through the Director of Men's/Women's program.

# Weekday Schedule

## **MONDAY**

6:45.....Fitness Class Wake Up  
 7:00-8:00.....Fitness Class  
 8:00.....Fitness Class Shower  
 8:00.....Regular Wake Up  
 8:15.....Breakfast  
 10:00-10:50.....1st Class  
 11:00-11:50.....2nd Class  
 12:15.....Lunch  
 1:00-5:00.....Work Duty  
 5:15.....Dinner/Free Time  
 6:30-7:00.....Prayer  
 7:15-8:45.....Study Hall  
 8:45-9:50...Showers/Dorm Life (Quiet Time)  
 9:50-10:05.....Devotions/Lights Out

### Medication Times

8:30-8:45AM                      12:30-12:45PM  
 5:45-6:00PM                      9:30-9:45PM

## **Wednesday**

5:15.....Fitness Class Wake Up  
 5:00-6:00.....Fitness Class  
 6:00.....Fitness Class Shower  
 6:30.....Regular Wake Up  
 6:45.....Breakfast  
 8:00-9:30.....Chapel  
 10:00-10:50.....1st Class  
 11:00-11:50.....2nd Class  
 12:15.....Lunch  
 1:00-2:30.....Choir Practice  
 2:30-5:00.....Work Duty  
 5:15.....Dinner/Free Time  
 6:30-7:00.....Prayer  
 7:15-8:45.....Study Hall  
 8:45-9:50..Showers/Dorm Life (Quiet Time)  
 9:50-10:05.....Devotions/Lights Out

### Medication Times

8:30-8:45AM                      12:30-12:45PM  
 5:45-6:00PM                      9:30-9:45PM

## **TUESDAY & THURSDAY**

6:30.....Wake Up  
 6:45.....Breakfast  
 8:00-9:30.....Chapel  
 10:00-10:50am.....1st Class  
 11:00-11:50.....2nd Class  
 12:15.....Lunch  
 1:00-5:00.....Work Duty  
 5:15.....Dinner/Free Time  
 6:30-7:00.....Prayer  
 7:15-8:45.....Study Hall  
 8:45-9:50..Showers/Dorm Life (Quiet Time)  
 9:50-10:05.....Devotions/Lights Out

### Medication Times

8:30-8:45AM                      12:35-12:50PM  
 5:45-6:00PM                      9:30-9:45PM

## **FRIDAY**

8:00.....Wake Up  
 8:15.....Breakfast  
 9:30-12:00.....Chapel  
 12:15.....Lunch  
 1:00-1:45.....Work Duty  
 2:00-2:30.....Prayer  
 2:30-3:30.....Study Hall  
 3:30.....Fitness Class or Free Time  
 5:15.....Dinner/Free Time  
 8:45-9:50...Showers/Dorm Life (Quiet Time)  
 9:50-10:05.....Devotions/Lights Out

### Medication Times

8:30-8:45AM                      12:30-12:45PM  
 5:45-6:00PM                      9:30-9:45PM



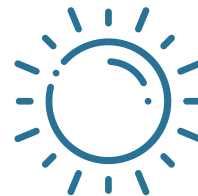
# Weekend & Holiday Schedule

## **SATURDAY**

8:00.....Wake Up  
 8:15.....Breakfast  
 9:00-10:00.....Prayer/Worship/Devos  
 10:00-12:00.....Work Duty  
 12:15.....Lunch  
 2:00-4:00.....Visits/Phone Calls/Free Time  
 1:00-5:00.....Free Time/Recreation  
 5:15.....Dinner/Free Time  
 6:30-7:00.....Prayer  
 7:15-8:45.....Study Hall  
 8:45-9:50.....Showers/Dorm Life (Quiet Time)  
 9:50-10:05.....,,,,,,,,,Devos/Lights Out

### Medication Times

8:30-8:45AM  
 12:30-12:45PM  
 5:45-6:00PM  
 9:30-9:45PM



## **SUNDAY**

8:00.....Wake Up  
 8:15.....Breakfast  
 10:00-12:00.....Church  
 1:00.....Dinner  
 2:00-4:00.....Visits/Phone Calls/Free Time  
 4:00-5:00.....Showers  
 5:00-7:30.....Church  
 8:00.....Snacks  
 9:00-10:05.....Dorm Life/Lights Out

### Medication Times

8:30-8:45AM  
 1:30-1:45PM  
 9:00-9:15PM

## **HOLIDAYS**

8:00.....Wake Up  
 8:15.....Breakfast  
 9:00-10:00.....Prayer/Worship/Devos  
 10:00-12:00.....Work Duty  
 12:15.....Lunch  
 1:00-4:00.....Visits/Phone Calls/Free Time  
 1:00-5:00.....Free Time/Recreation  
 5:15.....Dinner/Free Time  
 6:30-7:00.....Prayer  
 7:15-8:45.....Study Hall  
 8:45-9:50.....Showers/Dorm Life (Quiet Time)  
 9:50-10:05.....,,,,,,,,,Devos/Lights Out

### Medication Times

8:30-8:45AM  
 12:30-12:45PM  
 5:45-6:00PM  
 9:30-9:45PM





# Receipt of Student Handbook

I, \_\_\_\_\_, hereby verify that I have received and reviewed a complete copy of the Student Handbook for Western Michigan Adult & Teen Challenge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date