



# Shepherd's Fold

## RESTORING LIVES

1920 Quarry Road, Lebanon, PA 17046

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### Daily Schedule

5:00 - 6:30 RISE AND SHINE - Be downstairs by 6:30 for the exercise period. Before the exercises make yourself presentable, tidy your room, fix your bed and hang up your clothes. All this must meet the administrator's or counselor's approval. An unannounced room inspection may be made at any time.

6:45 - 7:15 QUIET TIME - This time is set aside each day for Bible reading, prayer and personal evaluation by completing the Daily Moral Inventory (DMI). Be open and honest to God who knows the heart. *Psa. 139:23-24*

7:15 - 8:00 BREAKFAST TIME – Be present for morning worship and prayer. Breakfast will be served following devotions.

8:00 - 12:00 CLASS TIME - Attend all the classes. This time is used to teach and share about God's Word and its personal application. Do not leave the classroom at any time without permission. There will be one break period in which you will be served a snack. Food and drinks are to stay in the dining room. Here is a breakdown of the classes.

8:00 - 8:20 Singing and Prayer

8:20 - 9:00 Scheduled Bible Reading

9:00 - 9:45 Discussion of Bible Reading\*

9:45 - 10:00 Break Time

10:00 – 10:55 Second Class\*

11:10 – 11:55 Counseling Session\*

\*On Tuesday, singing and sociogram are held during this time

12:00 - 1:00 LUNCH TIME - Be present for prayer and lunch. If you desire to miss the meal, please sign off on the available sign off sheet. The time off shall be used for Bible reading or prayer.

1:00 - 5:00 WORK TIME - Work time is your time to help out in various workshop activities. Work diligently during this time and do not loiter. Do not leave the workshop area unless you are granted special permission by authorized personnel. You may be assigned to work longer if the administration or shop foreman deems necessary. A thirteen (13) minute break will be given during the afternoon work time. Do not use any power tools unless you are trained and granted permission by a staff member. The last fifteen minutes of work time is designated for cleanup in which tools, etc. are put away. This needs to meet the shop foreman's approval. No one is to leave the work area until the work foreman is satisfied with the cleanup.

5:30 - 6:00 SUPPER TIME - The same rules as stated for lunch apply for supper time.

STUDY PERIOD – at time appointed by staff member. Up to an hour long, this time is to be used for personal study, memory work, or to complete other class assignments.

ACTIVITY TIME – Going to church, group games, cleaning, and other work projects are some of the activities that occur in a normal week.

END OF DAY SHARING - We conclude each day with a time of sharing and reflecting the events of the day with each other. Share the victories and failures you have faced throughout the day. Sharing with your roommates can be an asset to them as well as to you. Close sharing with prayer. Your counselor will be in charge of this concluding aspect of the day.

10:00 LIGHTS OUT (11:00 Friday, 9:30 Saturday) - Turn all things over to God and relax. Get a good night's rest and be refreshed for the next day.

## ***GUIDELINES FOR SHEPHERD'S FOLD RESIDENTS[OVERVIEW]***

1. I will not use any form of nicotine, tobacco, drugs, or drink alcoholic beverages.
2. I will not use profane language or unnecessary words.
3. I will be given my prescribed medication by the administration.
4. I will join in any work assignment that is given to me by a staff member without complaining.
5. I will agree to regular evaluations of my behavior and attitudes.
6. I will not bring anything into Shepherd's Fold (SF) without the approval of the administration.
7. I will not bring any CD's, games, or electronic devices to SF.
8. I will settle personal business such as medical, dental, and legal affairs before entering SF. I understand that I will not be taken to the doctor except for emergencies. I further understand that SF will not be held liable for bills that I incur, medical or otherwise. The only exceptions allowed must be approved by the administration of the program.
9. I will not leave the property premises for any purpose without permission from a staff member.
10. I will ask permission before going outside out of sight of a staff member. The offices, waiting room, and basement are off limits without permission. In case of a house fire meet at the shop.
11. I will not adjust any temperature controls or electronics unless told to do so by a staff member.
12. I will show respect to all administration, staff members, and residents.
13. I will refrain from touching others and will not engage in wrestling, slap boxing, or horse play while in the program.
14. I will accept direction cheerfully and will not beg, or badger a staff member after having been told "no" to a request.
15. I will not have any pornography or any other undesirable literature in my possession.
16. I will not trade, sell, or swap clothes.
17. I will submit to direction in temperate eating habits, I will eat at least one teaspoon of each hot dish without complaint.
18. I will not invite guests to visit, to eat meals, or to stay overnight without permission from the administration.
19. I will not engage in conversations about my past life style other than to staff members.
20. I will submit to having all in-coming and out-going mail screened by a staff member. I will pay for all my own postage expenses.
21. I will turn over all money brought to SF to SF staff who will handle my finances as personal needs arise. Any money found hidden in my possession will be donated to SF.
22. I will submit with having my shopping needs met by SF staff and will keep a detailed financial ledger.
23. I will not initiate a boyfriend/girlfriend relationship while at SF.
24. I will not chew gum at any time unless it is given to me by staff member.
25. I will not keep from the administration the intentions of someone wanting to leave SF secretly.
26. I will obtain permission from a staff member before horseback riding. Horseback riding is only allowed on the SF property, in appropriate areas. Stay off the yard!

## ***GUIDELINES FOR DORM LIFE***

1. I will respect the privacy of everyone at SF.
2. I will not disturb, use, or take anything that is not mine, without permission from a staff member.
3. I will not visit other dorms or loiter in my own dorm or hang out upstairs.
4. I will stay in my dorm after lights out except to go to the restroom. Special permission for extra Bible reading and prayer may be obtained from the staff.
5. I will wear a minimum of a t-shirt and long trunks upstairs, I will wear a shirt and pants when leaving the upstairs.
6. I will stay out of bed during the day with the exception of sleeping during Sunday afternoon quiet time.
7. I will be ready for the end of the day sharing at the appointed time.
8. I will not take food or drinks to my room without permission.
9. I will rise in time to meet in the lounge for exercises by 6:30 am, Monday- Friday and will sign in by 6:45 A.M. Monday - Friday. Saturday by 8:00 and Sunday by 7:00.

## ***PERSONAL HYGIENE***

1. I will shower every day because cleanliness is important both spiritually and physically.
2. I will keep my clothes clean, ironed, and mended. The laundry schedule will be arranged by the staff. I will mark all my clothing. I will be responsible to hang out my laundry to dry unless otherwise directed.
3. I will make my bed every morning before breakfast, launder my linens weekly, and keep my room cleaned at all times.
4. I will be responsible to keep my hair combed and to have it cut when needed or asked to do so.
5. I will not take a shower before 5:00 am or after 9:30 P.M. without a staff member's permission.
6. I will brush my teeth, shave, and use deodorant daily and other times as needed.
7. I will be responsible to keep my own toiletries (any article relating to personal care) neatly put away.

## ***GUIDELINES FOR CLOTHING***

1. I will permit my clothing to be inspected by the SF staff and if it does not meet their approval I will refrain from wearing it.
2. I will wear long trousers of sufficient size to avoid a form fitting appearance.
3. I will wear a belt or suspenders.
4. I will wear a button down shirt with a collar and sleeves [short or long sleeve, appropriate to the occasion].
5. I will keep my shirt buttoned except for the collar button and I will keep my shirt tail tucked in unless involved in a physical activity.
6. I will wear socks and shoes or other approved footwear.
7. I will wear a colored t-shirt w/sleeves and modest trunks for swimming.

## ***GUIDELINES FOR CLASSROOM/STUDY***

1. I will pray and fill out my DMI sheet during morning quiet time.
2. I will read the assigned daily Bible reading and take personal notes of each passage
3. I will do my part to maintain a quiet atmosphere in the classroom and respect others' study time.
4. I will ask permission before leaving the classroom during morning and evening class and study times.
5. I will participate in all classes and agree to have my assignments done on time.
6. I will have the memory verse/verses for the week memorized by Saturday. If unable to recite the verse properly, I may be asked to write the verse up to 15 times and place the paper in the outgoing mailbox.

## ***GUIDELINES FOR KITCHEN/DINING ROOM***

1. I will not go into the kitchen before appointed times. The kitchen, pantry, refrigerator, and kitchen bathroom are off limits unless permission is given by a staff member.
2. I will eat at least a teaspoonful of each hot dish and will not take food or drink before it is passed.
3. I will not leave any food uneaten which I have placed on my plate. I will not take seconds until given permission nor leave the table until dismissed.
4. I will help to clear the table at each meal and help wash dishes as appointed.

## ***GUIDELINES FOR CHURCH SERVICES***

1. I will attend all services and be reverent and attentive. I will be ready for all church services on time and will not play games Sunday morning before church.
2. I will carry my Bible to every church service (and Sunday school book on Sunday mornings), and I will take sermon notes of all services attended.
3. I will wear approved dress clothes [no denim/jean cut] and dress shoes to all services and keep my collar buttoned.
4. I will take my assigned seat on time and will not leave without permission. If a trip to the bathroom is needed, use the 9:50-9:55 time slot if possible. Permission must be obtained from a counselor prior to leaving your seat.
5. I will not walk away after services but will stay close to a counselor. At Providence, I am allowed to visit in the men's entryway or the main auditorium. At churches other than Providence, I will remain in the main auditorium until the group is ready to leave.
6. I will leave (after the service) and go to the van when told to do so.
7. I will not go to the van (after the service) before I clear it with a counselor.

## ***GUIDELINES FOR SHOP/WORK***

1. I will agree to fulfill my duties in whatever jobs are assigned to me. *“That if any would not work, neither should he eat.” II Thessalonians 3:10b*
2. I will complete my assigned jobs properly. If a job is not done properly, I may be asked to do it again.
3. I will wear the work clothes and work shoes that I have brought along. If I am ever assigned work clothes, I will wear them without complaining.
4. I will not bring tools to SF, they will be supplied. [Specific use tools may be approved]
5. I will be at the shop on time for prayer each work day (1:00 p.m.).
6. I will do my job/jobs [from job chart] on time/daily/as needed.

## ***VISITATION PRIVILEGES***

1. Visitation privileges begin after a resident has been in the program two (2) months or upon director's approval.
2. A resident may have visitation privileges from his immediate family every two (2) weeks. Any other visitors will only be allowed upon the approval of the administration.
3. Visitations are privileges and not rights and will be approved by the administration. Should problems result because of visitations, the visits can be terminated.
4. Pastors of the residents should call the administration for information regarding their visiting privileges.
5. Visitors are to be entertained in designated areas. Residents shall not interfere with other resident's visits.
6. Tours are not to be given by a resident unless permission is granted by a staff member.

## ***COMMUNICATION PRIVILEGES***

1. All communication is a privilege, not a right. Should problems arise because of phone calls or letters, this privilege may be taken away.
2. We would encourage that most of your communication be done through letter writing. All incoming and outgoing mail will be screened by the administration. Letter writing (incoming and outgoing) may start upon admittance to SF unless told otherwise by the director.
3. All telephone calls should primarily include immediate family, ministry and mentors. Exceptions may be granted by the approval of the administration.
4. All telephone calls shall follow the time limit for the specific call, need to be approved by the administration, and are monitored by SF staff.
5. Telephone calls begin after a resident has been in the program three (3) months or upon director's approval, residents may make two telephone calls [or as directed] per month.
6. All money received through letter correspondence must be turned in to SF staff and will be kept for you.

## ***SHEPHERD'S FOLD***

What is it? Shepherd's Fold is a Christian training and discipleship center. This program is designed to help any man who is in need of spiritual and emotional help. This is developed by providing a disciplined, controlled, and structured atmosphere. An intensive Bible study is conducted as a means to help the resident understand his problems as well as to live it out on a daily basis. We at Shepherd's Fold believe the Bible is the infallible and verbal inspiration of God and that through His Son Jesus' redemptive work, a man can find a solution to the problems facing the world today.

\*\*The Daily Schedule and Guidelines are subject to change by the administration at any time without notice.  
Guidelines - rev 2020-04-27

## ***RULES FOR SIGNING OFF FOR MEALS***

Signing off for meals is a time for you to draw closer to God by spending time in Bible study and prayer.

1. Only one meal, per day may be signed off.
2. Signing off is on a daily basis only.
  - a. Sign off at breakfast for dinner or supper.
  - b. Sign off at supper for breakfast the next morning.
  - c. Monday at breakfast one may sign off up to one week in advance (Mon-Sun)
3. Everyone is required to be at the breakfast table for devotions. If you have signed off, you may have something to drink but may not leave the dining area with the drink. Those not eating or drinking anything may be dismissed by the staff. For lunch and supper, you do not have to go to the table if you have signed off. If you are signed off and not in the dining room you are expected to be in the classroom.
4. Once you are signed off for a meal, you may not eat for that meal unless permission is granted by administration.
5. If for a physical reason you feel you must eat a meal, it will be your responsibility to notify a counselor who will then clear it with the Houseparent.