

## Student Handbook



# Reboot

Helping You Get Back on Track

*Because everyone deserves a chance to re-align and reconnect.*

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# Student Handbook

## **RLM Who Are We**

Rock Lake Ministries is a ministry focused on being a support system for all members of the body of Christ. Our true aim is to support the work that the “Local Church” is already doing. We do this by facilitating teaching and training to produce spiritual maturity. We commit to providing a safe place for leaders, families and individuals to experience God in ways that transform them into His image. (2 Corinthians 3:18, Romans 12:2). We are also committed to meet people where they are at, without judgement, but with encouragement of MORE, as there is always more that we can have of God. Standing with the Church rejoicing and suffering with them. (Romans 12:1-21, 1Corinthians 12:26)

## **RLM Vision Statement**

Our vision is to facilitate growth and maturity in the Body of Christ, so that believers are activated daily in their gifts and callings, to expand the Kingdom of God on Earth, in their sphere of influence.

## **RLM Mission Statement**

To provide a safe place where families can be refreshed and restored, through praise and worship and the teaching of God's Word, so that they can be witnesses for Jesus Christ in their communities and churches.

## **Reboot Who are We**

Reboot is a transitional program for believers who are looking to seek the Lord on direction for their life and are over 18 years old. It is our goal to help individuals, who are lonely or at a crossroads in their life, get established and connected into their walk with God as well as a faith community where they live. RLM desires to bless, support, and minister to believers who need to figure out the next steps in their life. Because everyone deserves a chance to re-align and reconnect.

## **Reboot Mission**

The Mission for this Program is to provide daily and weekly, teaching, coaching and practical life tools so that believers will be able to boldly answer the call on their life. We will help students set life goals and help them get on the track to achieving them. We aim to do that by investing in people and giving them an opportunity to explore their bible, faith, and giftings in a safe environment. We will guide, give advice, admonish and help make connections in ministry and community for the students. We aim to provide a kingdom community for believers where they can learn and grow in their walk with the Lord.

## **Reboot Vision**

The specific vision for this program is to help believers seek out and accept the call from God on their life. To bring about change and give believers the practical ability to walk their faith out in any environment they are in. We aim to help them build their Christ centered foundation so that they can weather the storms of life.

## **Key Objectives**

- Read the bible
- Study and learn in a classroom setting
- Teach faith and Kingdom principals hands on
- Teach journaling
- Build community and relationships on-site
- To seek the Lord with students on their future and help set life goals
- Give students an opportunity to learn hands on skills that will help their independence through individualized tracks;
  - Cooking
  - Cleaning
  - Budgeting
  - Resume writing
  - Teamwork
  - Christian lifestyle
  - Maintenance – dependent on skill set
  - and.....
- Give students an opportunity to experience life inside Ministry and Church
- To provide an environment of fellowship and building up of believers
- To provide a safe environment to figure out life

## **The Program**

The structure of the program will be as follows;

### **Wednesday - Saturday**

- 7:00 – 8:30 wake up / personal devotion time
- 7:45 – 9:15 Kitchen duty
  - 8:30 – 9:00 Breakfast
- 9:15 – 9:45 Kitchen clean up / dishes
- 10:00 – 11:30 Class
- 11:30 – 1:00pm Kitchen duty
  - 12:30 – 1:00 Lunch
- 1:00 – 1:30 Kitchen clean up / dishes
- 2:00 – 4:00 one on one's / tutoring / mentoring / coaching / free time / study time
- 4:30 – 6:00 Kitchen duty
  - 5:30 Supper
- 6:00 – 6:30 Kitchen clean up / dishes
- 7:00 – 10:00 Class (Wed worship, Thur class, Fri-Sat Team Time)
- 10:00 room time
- 11:00 lights out

### **Sunday**

- 6:00 – 7:30 wake up / personal devotion time
- 6:45 – 8:15 Kitchen duty
  - 7:30 – 8:00 Breakfast
- 8:15 – 8:45 Kitchen clean up / dishes
- 9:00 leave for a Church service
- The rest of the day will be a ministry/outreach/debrief the day

### **Monday – Tuesday**

These will be rest days for both staff and students

All students will be required to cook and clean up after themselves and to take kitchen/dishes and housekeeping shifts on a rotating basis.

## **Other Objectives**

Twice a week we intend to have an open mic/family night of organic sharing/fellowship led by students, staff and guest speakers. The goal is to foster community, vulnerability, trust and transparency. (Team-Time)

A minimum of once per semester we intend to send the students off site for anywhere from 2 days to a week to intern/serve in ministries and Churches as appropriate. This would be a part of the process toward integration home as well as personal, practical, faith development. We live to serve and connect, network and receive. This will depend on the students gifting and where they are at in their life and walk with God. Also, this will depend on the ability to collaborate with other Churches and Ministries.

Students will be required to participate, volunteer and support all RLM programming that will happen simultaneously. This will be a part of both their personal development as well as their fundraising efforts. These will include RLM Youth on the Rock, Training and Equipping weekends, as well as helping to host and serve private retreat rentals.

All program facets will be under the direction of RLM, its board of Directors and its Director of Operations. These will all be done in partnership with Ministers, Pastors, speakers, Churches and Para Ministries outside and inside of Rock Lake Ministries. Our hope is that we will be able to help/serve at different Churches and their functions during the Sunday outreach time. This will depend on the maturity, gifting and willingness of the students as well as the ability to partner with other Churches and Ministries.

We intend to have guest speakers, teachers, mentors and councilors who are willing to give time to the students. Our hope is to have certain people come either weekly or monthly or for a whole week or month. This is so that the students hear a consistent voice from multiple parts of the body who have unique gift sets and callings.

### **Program length (Pilot Program)**

Reboot will be a one-year program broke into 4 phases;

- o Class phase – September to November
- o Home/Outreach – December
- o Class phase – January to April
- o Volunteer/work/outreach phase – May to August

There will be 4 opportunities to intake into the program one in September, one at the beginning of October, one in January and one at the beginning of February.

The cost for the student will be \$1000 for the year made payable at \$500 before each class phase.

### **What the students can expect:**

Students can expect to find rest for their soul as they gather together with other believers for a dedicated set apart time in their lives in a safe, no condemnation space where grace and mercy is freely administered as the Father's heart of love is unveiled to them, affording them the opportunity to learn and grow while discovering the custom designed plan Abba Father has already tailor-made for them, since time began. They can expect God's plan for them to unfold right before their very eyes. They can expect to live by faith, believing for provision, direction, healing and hope.

### **What will be expected of them:**

We expect students to come with a teachable spirit, a willingness to open their heart to the Truth in God's word and a mind that will commit to learning and self-discipline. We expect students to receive, receive, receive God's goodness for them. We expect students to abide by all RLM and Reboot rules and code of conducts and to honor the established authority at RLM.

## **Tracking the progress**

The goals for the students at the end of one year will be to understand and find security in their kingdom identity as a son or daughter of the Most High God and to tangibly have the 3 P's aligned in their life;

- Peace – in the form of living arrangements
- Provision – in the form of job/income
- Protection – in the form of a faith community

Along the journey we will track the progress tangibly by the following criteria;

- Are the students physically, emotionally and spiritually engaged in the program?
- Are they Completing all prescribed assignments and tasks?
- Are they coming under and submitting to authority (willing/teachable heart)?
- What fruit of the Spirit are they increasing in?



## Code of Conduct

While enrolled in Reboot, students agree to honor and refrain from the following:

- teaching, promoting or engaging in pre-marital or extra-marital sexual relationships
- teaching, promoting or engaging in practices that contradict RLM's belief, that marriage is only between one naturally born man and one naturally born woman, as it is described in the Holy Bible
- reading, viewing, or possessing pornographic material
- consumption or possession of alcoholic beverages
- involvement in the occult
- use of profane or blasphemous language
- littering, destruction of wildlife and/or nature, or hunting
- bringing pets on RLM grounds or in facilities
- wearing immodest clothing or bathing suits including bikinis and speedos
- engaging in any behavior contrary to the Criminal Code of Canada
- Weapon possession on campus or at Reboot program activities is strictly prohibited
- **Please note that Rock Lake Ministries is a smoke free, vape free, marijuana and alcohol free environment. This includes all facilities, buildings, accommodations and the grounds themselves.**

## **Procedures**

All meetings work duties and events are mandatory. Meeting times and schedules can be received by talking to the Director of Operations.

If it is necessary to miss, please inform the leadership. (see Supervisory Channels)

Laundry facilities are located in the basement and may be used by students during down times. DO NOT put sandy towels in, they must be shaken out. Detergent is provided.

If a student is ill, please report this immediately to the respective supervisor.

Work times may vary from day to day. If you are able to complete your job specific tasks in less time, please report to the leadership to see if another department or area needs your assistance. We are a team!

A 10:00 pm curfew is to be respected. Defined as being in your room, quiet, and lights out within 60 minutes. This is extremely important for both health and morale. Some extenuating circumstances may apply with Director's discretion.

Students are not permitted to leave the grounds unless with written leadership permission. Talk with the leadership in advance if you are hoping to leave property for any length of time.

Male students are not permitted to be inside female student quarters and vice versa at any time.

Students and staff are not to pair up romantically with, another student or Rock Lake Ministries guest or staff member.

Camp meals (breakfast, lunch and supper) are provided but should you need snacks outside of meal times, these must be provided by yourself. There is no eating/snacking from any of the kitchen fridges or freezers. If you require fridge space, please check with the Director. We will be believing in faith for opportunity to receive and in some instances to fundraise for provision for the year. Meal plans will be subject to what is on hand and what we receive on donation.

The office phone is to be used only in the event of an emergency as we pay for long distance and we only have one business phone line. WIFI will be made available for dedicated periods of time in a day.

Camp equipment such as the quad, riding lawnmowers and golf carts, snowmobiles etc. are only used as directed or by permission of the Director of Operations.

### **Kitchen staff**

All kitchen and dining room staff must always adhere to proper hand washing guidelines. Handling food products must be done in adherence to food safety guidelines. Potentially deadly diseases can be spread through improperly handled food. To avoid causing food borne illnesses, always follow safe food handling methods as described by your kitchen leader.

Eating and drinking should only take place in an area designated by leadership and **Never** in food production/prep areas. After eating or drinking, wash your hands before returning to the kitchen area. Personal leftovers or personal items should never be kept in the main kitchen, walk-in cooler or freezer. Talk to leadership about where you can store personal items.

**Dress Code:** Clothing must be appropriate (no dishonoring slogans or symbols) and in good repair. It needs to be an appropriate length and fit. For gals this includes tops with a modest neckline and covers the midriff or stomach area. Spaghetti strap tank tops must be worn with a wider strap tank top underneath. Proper undergarments must also be worn. Short shorts or miniskirts are not considered appropriate apparel. For guys bare backs are only permitted at the beach. Baggy pants are fine as long as boxers are not exposed.

Beachwear is to be worn at the beach only: bikinis and speedos are not permitted; tankinis are fine if your midriff is not exposed. If any swimwear is inappropriate, t-shirts and shorts must be worn.

Good personal hygiene and grooming are expected. Body piercing is permitted at the discretion of the Director of Operations. Visible tattoos are acceptable as long as they are appropriate. Inappropriate tattoos must be covered up.

For personal safety, footwear should be worn in and around buildings and grounds. If working in the kitchen or dining room all staff is required to wear closed toed footwear and shirts. Kitchen staff (including dishwashers) must have hair secured either with a clean ball cap or hairnet. If hair is long, it needs to be pulled back or pinned up and secured as above.

According to Deuteronomy 22:5, all biologically male students must wear men's clothing and all biologically female students must wear women's clothing at all times.

## **Supervisory Channels & Communication**

All questions/problems are to be directed to your immediate supervisor who, in turn, will forward these to the Director of Operations if deemed necessary. Should any incidences arise or you just need wisdom, counsel or advice, their door is always open.

## **Workplace Harassment**

Each person is expected to act in a respectful, courteous, and professional manner at all times and not to engage in or condone harassment. Inappropriate comments or conduct, sexual, racial or similar types of jokes or unwanted sexual advances (touching, staring, assault, teasing, asking for dates, phone calls, comments about a person's appearance, gossiping, spreading rumors and so on) will not be tolerated within Rock Lake Ministries Inc. or any of its functions. Nor will it be tolerated by its staff off site, via text, phone or on social media. Students and staff must always treat each other with love and respect. Everyone is expected to use their words and actions to encourage and bring life and will not speak profane or blasphemous language or participate in gossip or slander. Staff and students will show honor by respecting others boundaries, not showing favoritism and not borrowing from others without asking.

## **In the event of a crime**

If you see a crime happening, think a crime or fight may happen, see someone being disruptive to guests or staff or students, or see suspicious activity that could cause harm; if you see an injury or are witness to an accident; go to or send someone to get either the Director of Operations immediately. In lieu of them, immediately find a senior staff member or board member of RLM.

## **DISMISSAL POLICY**

Consequences for violating the Code of Conduct or policies and procedures as laid out here in the student handbook, depending on the severity of the behavior, may result in immediate dismissal. The procedure taken for violations is: first, the behavior will be drawn to your attention. If after three warnings (at the discretion of the Director of Operations) action to correct the behavior has not been satisfactorily taken, dismissal will follow. All violations will be recorded and kept on file.