

Appendix of documents

I have included the documents roughly in the order that we would use them in our program. (Spacing in some documents has been altered to fit in this manual).

1. Document list and description:

- | | |
|---|--------|
| a. Agency agreement – with churches who send us a student. | ii. |
| b. Student application – filled out by pastor or worker with help of student. | iv. |
| c. Simple intake form – filled out when students arrive. | x. |
| d. Sample monthly report form – filled out by HH staff, sent to churches. | xi. |
| e. Staff basic job descriptions. | xii. |
| f. Weekend report form – filled out by students and their pastors. | xiv. |
| g. Case study format – simple | xv. |
| h. Release form for dropouts. | xvi. |
| i. Ministry proposal – completed each year for our mission leadership. | xvii. |
| m. Sample survey for former students. | xviii. |
| n. Ministry Budget format – blank, just categories included. | xix. |
| o. Camp schedule – for six day discipleship camp. | xx. |
| p. Regular program weekly schedule. | xxi. |

1.a. Agency Agreement

God has led Honest Hands/ACTION and _____ to work together in the ministry of discipling former street boys and OSY's.

The following guidelines are agreed upon:

1. Description of Honest Hands Discipleship Home program

- a. Honest Hands Discipleship Home is a program for former street boys and school drop outs (OSY). **Our vision** is to help these boys grow strong in their relationship with Jesus at the Honest Hands home located at the Second Mile Campus in Silang, Cavite.
- b. **The goal of Honest Hands** is to supplement or assist the ministry of the local church/agency, so the boys will participate in the program from Monday to Friday and will return home to minister in their churches/agencies on the weekends. The local church connection is very important for long term discipleship of the Honest Hands students.
- c. **During the program** the boys will study the Bible, live in a family type of setting with houseparent, participate in worship, sharing and prayer as a group, work together as a group, play together, and study in the tutorial program.
- d. The main focus of Honest Hands is **discipleship** – helping boys grow closer to Jesus in all areas of their lives.
- e. The duration of the program is until _____. After that date the program will terminate and be evaluated by staff and sending agencies.
- f. Honest Hands will **provide** food and shelter, an initial medical/dental checkup, discipleship materials, work modules and related supplies, and pamasahe back to the church on Fridays for the boys during the duration of the program.
- g. Honest Hands is **not obligated** in any way to provide funding for the program, since only as funds come in can the program continue. If financial resources are not adequate, Honest Hands reserves the right to terminate the program.
- h. Honest Hands will provide **monthly reports** on the boy and give to agency/church.

2. Role of Church – church counterpart

- a. The church/agency will provide **return transportation** for the boy on Monday mornings, along with the **required note** from their pastor or a Christian worker regarding the boy's involvement in the church on the weekend. Church / agency will also provide **basic needs** like soap, shampoo, toothpaste, and laundry soap atbp.

- b. The church/agency will send a pastor or Christian worker for a pastoral visit at least 2 times while the boy is at Honest Hands.
- c. The church/agency will provide food and shelter along with ministry opportunities in the church on weekends – they are responsible for the boy from **Friday afternoon to Monday morning**.
- d. The church/agency is will also provide food and shelter during the ACTION Christmas holidays (we will let you know the dates) and on other national holidays in the Philippines. **Honest Hands will not be open on national holidays**.
- e. The church/agency will work hard at helping **prepare paperwork** or other needs before the boy completes the Honest Hands program, so he can continue to grow and develop new skills e.g. return to regular school.
- f. The church/agency is willing to help with **teaching / skills training** in the following areas:
 - i.
 - ii.
 - iii.
- g. The church/agency agrees to help with **gifts in kind (optional)**
 - i.
 - ii.
 - iii.

3. Other considerations

- a. If the church/agency feels the need to evaluate or discuss any aspect of the program, they can call or visit Honest Hands. The `door is always open`.
- b. In no way is the boy forced to stay at Honest Hands. He can leave the program at any time.

We have read and agree with this agency agreement.

Honest Hands ministry leader: _____ **Date:** _____

Honest Hands staff member: _____ **Date:** _____

Name of church/agency: _____

Church/agency pastor/director: _____ **Date:** _____

1. b. STUDENT APPLICATION

Case No. _____ _____	Date Prepared: _____
Name of person filling out form: _____ Opened: _____	Date _____
(for office use only)	

Revised June 14, 2007

HONEST HANDS DISCIPLESHIP HOME BALUBAD 2, SILANG, CAVITE

A. STUDENT APPLICATION FORM (all questions need to be answered by sending church or agency in English or Tagalog and application submitted before the applicant will be considered). If boy has case study please include copy.

(If you need more space for any of these questions attach extra sheets.)

1. PERSONAL INFORMATION

****Please include 2 x 2 picture of applicant.**

Name: _____ Alias: _____

Address: _____

City: _____ Province: _____

Birth date (dd/mm/yy): _____ Place of Birth: _____

Age: _____ Sex: _____

Height: _____ Weight: _____

Remarks: _____

Distinguishing Marks:

Physical Appearance:

2. HEALTH

Please attach copy of medical records

When is the last time the boy visited a doctor? Or a dentist?

How is his health – describe his current condition.

Can he engage in strenuous activity – sports, help with work in the home or yard?

Does he have any infectious diseases?

Hepatitis A [] Hepatitis B [] AIDS [] TB [] Other []

Don't really know []

Chronic conditions?

Drug history. What type of drugs has he used?

Last occurrence of drug use _____ Drug:

How is his emotional/psychological health?

3. FAMILY COMPOSITION

(fill out attached sheet)

4. EDUCATION

Educational Attainment: Elementary Grade _____ High School _____ year.

School(s) attended: _____ Date:

_____ Date:

_____ Date:

Present Status: In School [] Out of School [] Year/School last attended:

Reading level: Can't read: _____ Fair _____ Good

_____ Excellent _____

Vocational/Skills Training: _____ Date:

_____ Date:

5. BACKGROUND

Area	Check box	Remarks
Sexually abused		
Substance abuser		
Disability		
Physically abused		
Working child		
Mendicant		
In conflict with law		Date: Reason:
		Date: Reason:
conflict w/ law cont.		Date: Reason:
Detained by authorities		Date: Reason:
		Date: Reason:
		Date: Reason:
Other (specify)		

Are there any outstanding charges or warrants out for arrest of this boy? If so describe situation.

a) PLACES CHILD SLEPT

Home Street Institution Park Other: _____

b) AREAS FREQUENTED WHILE ON STREET

Market National Road Parks Other: _____

c) ACTIVITIES IN THE STREET

Begging [] Vending [] Car washing/watching [] Loitering [] Push carts []
 Scavenger []

Other [] _____

Skills learned on the street:

6. SENDING AGENCY

Name:

Address:

Church [] Institution []

Short description of your church or organization's program for street children:

How long was boy involved with program/ involved with your organization?

What has boy been involved with at your church – Bible studies, church services, Sunday school, drop in etc?

Could you give a few thoughts on the boy's character – strengths and weaknesses?

Would your church or organization be willing to find a mature Christian man to help disciple the student on weekends?

Why do you want him to go to Honest Hands?

How can your church help the boy while he is at Honest Hands?

Gifts in kind Financial help Pastoral visits Follow-up planning Hosts for
 boy on weekends
 Prayer support Other

<i>Pastoral Recommendation</i>

I recommend _____ to attend the 9 month discipleship program at Honest Hands, and I will do my best to disciple him and help him to become an active growing Christian, serving God in the local church.

Pastor's signature

Date

<i>Parent's consent</i>

I allow _____ to attend the 9 month discipleship program at Honest Hands.

<p>For office use only:</p> <p>Case status: New <input type="checkbox"/> Old/Reopened <input type="checkbox"/> Transfer <input type="checkbox"/></p> <p>Date accepted: _____ Date released: _____</p>

APPLICANT'S TESTIMONY (Tagalog)

1 page in length, to be written by applicant, or if he has trouble writing, transcribed by staff. Should include his personal experience with Jesus.

Signature of student

Date

1. d. Sample monthly report form

Student name:

Case #:

Attendance:

Weekend church agency reports:

Case study:

Documents for ALS registration:

Spiritual:

Relational:

Overall:

Tutorial

Health:

Dental:

Chest x ray:

Hepatitis B:

HIV (AIDS):

Other:

Prepared by:

Date

Noted by:

Date

1. e. Staff basic job descriptions

Ministry Leader

1. **General administration and overall monitoring** of program
2. **Connection to ACTION Philippines and reporting**
3. **Finances**
4. **Fund raising**
5. **Prayer letters and emails.**
6. **Host visitors** and short termers
7. **Bible sessions** – teaching as scheduled
8. Other activities as time allows – follow up, work time etc.

Discipleship teacher

1. **Food supervision** incl. marketing on Monday morning. Household cleaning supplies, toiletries, and maintenance needs.
2. **Cook** – 2 breakfasts
3. **Student morning devotions** lead by students – supervise & assign.
4. **Lead discipleship group** of 5 students each morning (Tue – Fri).
5. **Lead** work assignments outside.
6. Afternoon **Bible sessions** – teach as assigned.
7. **Tutorial** – assist with tutorial
8. **Sports time** – help supervise or play 4 times per week.
9. **1 Community sharing / evening devotions** each week.
10. **Supervising and assigning** cleaning duties inside house.
11. Help with **follow up** and outside visits as needed.
12. **Monthly reports** on students in discipleship group, help facilitate general reporting.
13. **Case study monitoring and writing as needed.**
14. **Connections** with churches and agencies as needed.

Live in houseparent

1. Make sure that students have handed in **church involvement forms** each Monday.
2. **Timekeeper** – help students follow schedule – waking up in morning and on through the day. Assisted by other staff as necessary.
3. **In house supervision:**
4. **Supervise laundry** and shower time in morning.
5. **Supervise evening** and make sure students are in their rooms by 9pm.
6. **Overnight supervision.**
7. **Lead discipleship group** of 5 students each morning (Tue – Fri).
8. **Fun night supervision and planning**
9. **Tutorial program** – work with other teacher
10. **Supervise evening time** over supper.
11. **Lead 1 community sharing / Bible study** per week.
12. Make sure students have transportation money before they go home.
13. Security - Turn off lights, lock doors etc.
14. **Monthly reporting** on students in discipleship group.

Cook

1. **Cook lunches and suppers**
2. **Encourage and challenge** by example the other students as a mother figure!

Junior staff

1. Assist live in houseparent with timekeeping, food prep, household chores, and morning exercises, outdoor work.
2. Assist as needed with Bible studies and encouragement
3. Focus on personal training and discipleship for ministry.

1. f. Weekend Report Form

Date: _____ Agency/church: _____ -

Student: _____ **Signature of pastor or church worker:**

1. How did student participate in your program over the weekend? (please check box)

Attended Sunday School	<input type="checkbox"/>
Attended Sunday service	<input type="checkbox"/>
Attended youth meeting	<input type="checkbox"/>
Assisted with outreach	<input type="checkbox"/>
Other (describe) –	<input type="checkbox"/>

2. How did you help disciple the student?

Prayed together	<input type="checkbox"/>
Studied Bible together	<input type="checkbox"/>
Counseling	<input type="checkbox"/>
Other (describe) –	<input type="checkbox"/>

3. Do you have any concerns or suggestions for Honest Hands?

-
-
4. Student notes on sermon

Speaker's name: _____

Topic: _____

Verses: _____

Signed by student: _____

1. g. Case study format

I. Identifying Information

Name:
 Age:
 Sex:
 Date of Birth:
 Place of Birth:
 Educational Attainment:
 School Last Attended:
 Last Known Address:
 Date Admitted:
 Case Category:

II. Family Composition

Name	Relationship	Age	Educ. Attnt.	Remarks

III. Background Information

- (Client’s Testimony)
- Family Background (described by client):
- Problem Presented:

- V. Summary of Client while at the center:
- VI. Assessment
- VII. Recommendation

1 . h. Release Form

Name of student: _____

Case Number: _____

Date student left program: _____

Name of agency / church: _____

Reason for leaving program:

Signature of Honest Hands director

Date

Signature of agency / church rep

Date

Signature of student

Date

1 . i. Ministry proposal and plans

1. **Purpose Statement:** Honest Hands disciples former street boys, school dropouts, and other young men desiring to grow in their relationship with God. The program includes studying the Bible with the students, praying together, counseling and challenging the young men, helping them learn to live in a family style setting, giving guidance and training for the future which includes a tutorial class, and encouraging involvement with their home churches.

2. Goals

- a. **Tutorial program –**
- b. **Discipleship program -**
- c. **Graduation –**
- d. **Renewal and Reunion Discipleship Camps –**
- e. **Follow up –**
- f. **Short termers –**
- g. **Staff development -**
- h. **Recruitment –**
- i. **Other –**

1.m. Sample Survey

This survey will help the future ministry of Honest Hands. Thanks!

1. Do you have a job?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
What job?				
Salary?	P ____ / day	P ____ / week		
Goal / dream job:				
2. I am studying now:	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
What course or school?				
3. Do you have a wife?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Name:	
Children?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Name/s:	
Is your spouse Christian?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Girlfriend?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Is your girlfriend Christian?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
4. My church:				
My pastor:				
I am at church:	Every week: <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Not now: <input type="checkbox"/>	
My ministry at church is :				
5. I read the Bible:	Every day <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Not now: <input type="checkbox"/>	
6. I pray:	Every day <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Not now: <input type="checkbox"/>	
7. I share the Gospel:	Always <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Not now: <input type="checkbox"/>	
8. I am honest:	Always <input type="checkbox"/>	Sometimes <input type="checkbox"/>	My struggle is honesty: <input type="checkbox"/>	
9. I use bad language:	Always <input type="checkbox"/>	Sometimes <input type="checkbox"/>	My struggle is bad language:	
10. I smoke:	Every day <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Not now: <input type="checkbox"/>	
11. I drink alcohol:	Every day <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Not now: <input type="checkbox"/>	
12. I use drugs:	Every day <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Not now: <input type="checkbox"/>	
What kind of drugs: (shabu, marijuana, rugby etc)				
13. I steal things:	No <input type="checkbox"/>	Sometimes <input type="checkbox"/>	Always <input type="checkbox"/>	
13. I struggle with pornography:	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Type of porn:	Movie <input type="checkbox"/>	Magazine <input type="checkbox"/>	Internet <input type="checkbox"/>	
14. I struggle with fighting and violence:	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
My enemy is:				
15. I struggle with sexual purity:	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
12. My dream in life is:				
13. Three difficult things in my life now:	-	-	-	
14. Three prayer requests for me:	-	-	-	
15. The best thing in life now is:				
16. If there was a Honest Hands reunion and renewal camp, I would attend:	Of course! <input type="checkbox"/>	Hopefully	No <input type="checkbox"/>	
Suggestions for sessions at camp:				

Please write about the impact of Honest Hands on your life on the back of this paper. Thanks!