

RESIDENT ASSISTANT HANDBOOK



Saint Nicholas Center

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Second Printing

Introduction to St Nicholas Center

Welcome to St Nicholas Center. Here you will acquire the skills and knowledge to achieve your goals in life. These goals can range from a multitude of things such as: getting back on your feet, preparing you for seeking gainful employment, coping with mental or emotional problems, or to make a spiritual connection with God. Whatever your destination is, St Nicholas Center can help, as long as you want to help yourself.

St Nicholas Center is a long term outreach center bridging the gap between being homeless and being independent. The administrators here at St Nicholas Center want everyone who comes through our doors to have the very best learning experience they can possibly have. They want to see everyone succeed and leave here with the tools to empower themselves so they can deal with challenges that may arise in the future.

St Nicholas Center can be a great place to live; you can make it your home for as long as you'd like. Here at St Nicholas Center, a person is encouraged to read a spiritual book every month and provide a report on that book. Yes, for most it is required. This will help you to grow inside and help your spiritual awareness develop as well. However, we do not proselytize. You may believe as you wish.

There are clergy here who are willing to give you their love, guidance, benefit of wisdom, counseling, and a real sense of belonging here at the center. These men can help you in a variety of ways and they have a lot of compassion and mercy to give each man here.

Here at St Nicholas Center there are rules and policies to follow, just as there would be at any center or shelter you would go to. We ask that you follow all the rules and policies that are set as this will ensure that your time here will be a learning experience and that if in the future you ever need us, the door will be open to you again.

Welcome to St Nicholas Center, we hope your stay here is an enjoyable one as well as a great learning experience. When you have any questions, ask us for help

Brother Vincent Cappabianca CSB
St Nicholas Center Administrative Assistant

GENERAL HOUSE RULES

1. Everyone is to maintain good hygiene at all times. You are to wear clean and fresh clothes, use the proper toiletries, and make sure your clothes are presentable.
 - a) Showers need to be taken when your time is outlined on the schedule hanging in the office on the bulletin board.
 - b) Do not wear clothes on the floor that you have been sleeping in.
2. If you have been working outside then you need to come in, wash up, and change your clothes prior to dinner. You must make sure that hands and fingernails are clean and presentable. If not you may be asked to leave the table.
3. There is to be no clothing worn in the center that contains foul, offensive, derogatory, or bigoted remarks whether in writing or pictorial form.
4. There a policy against wearing jeans or offensive clothing on the property. Any such clothing will be packed and stored until such time as you are leaving or moving out.
5. Slippers are to be worn in the house at all times, unless you are leaving or going outside.
6. Keep your area and space clean of trash and other debris that might be considered a health hazard.
7. Meals are to be eaten in the dining room, make sure you clean up after yourself.
8. House phone needs to ring three times prior to answering, so the Administrator has an opportunity to answer it.
 - a) You must answer phone "Saint Nicholas Center, How may I help you"?
 - b) All residents must obtain permission before using the house phone. Never give out any information pertaining to another resident.
 - c) Personal calls are not to exceed seven (7) minutes, unless it is a business or medical call. Residents get one incoming and one outgoing call per day.
9. No door is to be left open at any time for any reason. The pets are not allowed outside.
 - a) No one is to feed any of the pets anything at any time, unless you

have permission.

10. No one is to be in the living room during chore hours. If the television is on during chore hours then you must obtain permission to enter.
11. Residents must obtain permission to go outside to take a walk, smoke, or to relax.
12. When leaving the property you need to get permission first, and then once permission is granted you need to fill out an off property pass.
13. There is absolutely no borrowing, lending, or trading of money or other items.
 - a) There is zero tolerance for theft.
14. There are to be no cellphones or laptops in any resident's room, unless you have permission from the clergy.
 - a) Cell phones and laptops will be secured by the Clergy and allowed to be used during approved times only.
15. All residents entering the program are on a 5-7 day period to acclimate to day to day activities. Then depending the situation he may or may not be assigned chores.
16. All residents need to show respect and courtesy for each other and especially the clergy.
 - a) Please leave anything you use in the same condition you found it.
17. There is a zero tolerance policy for using foul language, especially, but not limited to the "F" word, the "S" word, or the "B" word.
 - a) Street slang and salutations like 'dude', 'bro', and 'cuz' should be avoided.
18. Spiritual reading is encouraged for all residents and they need to turn in a book report by the end of the month.
19. There is a strict no tolerance policy for breaking confidentiality. Anything that is stated in an Administrator's room is to remain in that room.
20. There is to be no alcohol on the property unless approved by the house administrator. No alcohol is to be kept in any of the resident's rooms.
21. There is to be no controlled substances in any resident's area, unless you can show a valid script or bottle.
22. There is a zero tolerance policy for pornography in any form.
23. All are required to attend Morning Prayers, Evening Prayers, or

Sunday Liturgy as posted.

24. From time to time we have community meetings to discuss matters of the house. This is an opportunity to air grievances and settle disputes.
 - a) You must treat each other with respect. Do not yell or talk over another person. Everyone will have an opportunity to say their piece.
 - b) You must raise your hand when you wish to speak and wait to be acknowledged.
 - c) When the Clergy or Administrators are speaking you must be quiet and attentive.
25. Any of the rules can be changed or amended at anytime with or without prior notification.

LIVING ROOM

26. Cleaning is to be done between the hours of 10:00 am and 4:30 pm. Chores are to be completed according to the chore sheets.
27. While sitting in the living room, all rules must be followed and observed.
28. There is to be no sleeping on the couch, unless you have permission from the Administrator. All residents need to follow the assigned seating protocol.
29. When the television is on, no one is to be talking. If you wish to talk, you may do so while the commercials are on. When the show resumes, everyone is to be quiet or the television will be turned off.
30. When the Administrator is talking then everyone needs to be quiet so they can hear what is being said.
31. When the Clergy enter the room, all need to stand out of respect.
32. There is to be no talking between residents during chore times unless it is work related.
33. While you are in the living room, if you have nothing else to do, then you may do your spiritual reading.
34. If you are allowed to eat in the living room, then you need to make sure you clean up your mess.
35. No one is to use or touch any of the components on the entertainment center.
36. No one is to sit in the seats used by the Clergy without prior

permission.

DINING ROOM

37. The dining room is for eating and studying purposes. There is to be silence in this room. There is no talking in this room, unless you are being spoken to and it is chore related.
38. If you make a mess, you need to clean it up, be responsible for your own actions.
39. Since this room is also where morning and evening prayers take place, this room should be kept clean at all times.
40. No one is to enter into the Altar area or sacristy without prior permission from a clergy member.
 - a) No one is to touch anything on the altar, unless specified by one of the clergy that are here. Absolutely no one is to touch the tabernacle or go into it for any reason. This is considered a sacrilege.
41. Community meals are eaten in here and all must help to clear the table and clean up when done.
42. Unless you are asking for something at the table, or have something important to say, it shall be silent during dinner.
43. No one is to enter the movie cabinets for any reason, unless you are granted permission. You must have permission to watch any of the movies that are in the cabinets.

KITCHEN

44. There is to be only one person in the kitchen at a time.
45. Kitchen door will remain open during meal times only and all other times it will be locked and closed.
46. Residents are not to store any of their food in the refrigerator or cupboards at any time for any reason. If there is food left in the kitchen it becomes community food.
 - a) There is a community refrigerator and freezer in the basement for your use.
47. If you make a mess in the kitchen, you need to clean it up and not leave it for someone else to do.
 - a) If you spill anything in the refrigerator you need to make sure you

clean it up immediately.

48. When soaking dishes overnight, you must do so by using hot water only.
 - a) When putting your dishes in the kitchen, you need to scrape and rinse them off and leave them in the sink to be washed.
 - b) There is to be no utensils or plates in any resident's room at anytime.
49. Only three (3) pots of coffee are to made each day, anything more than that, requires permission to do so.
50. When preparing food you need to make sure your hands are clean and sanitized.
51. Any items in the kitchen labeled with "DNT" means Do Not Touch. They are not yours and should not be eaten without permission.

CHANCERY OFFICE

52. All rules and policies must be followed, to maintain the order and integrity of the Chancery office.
53. Anything you may see or read is confidential and must remain that way.
54. When assisting in the office duties, ask if you are not sure on how or what to do.
55. You need to fulfill all requests made by the Clergy when they ask for something.
56. Make sure office is tidy when you are done at the end of the day.

BATHROOM

57. If you make a mess, you need to clean up after yourself.
58. When using the bathroom during your shower period you have a time of 20 minutes. 10 minutes to shower and 10 minutes to shave, brush, and dress.
59. Bathroom is to be left in the same condition when leaving as when you entered.
60. When standing and looking at the shower curtain, curtain must be slid back to the right when exiting the shower.
61. When using the bathroom during night time, you may use the upstairs bathroom to urinate, if you need to have a bowel movement you must

use the bathroom in the basement.

62. When you are done in the shower, there is a blue cup so you can use it to rinse out the tub when you are finished.
63. Whatever you take to the bathroom at your designated shower time, you need to take it back to your room. Otherwise, it will be subject to being thrown out. The only things left in the bathroom are for the clergy members only.

DORMITORY

64. Lights are to be out by midnight. This is the time when all residents must go to bed, unless otherwise stated.
 - a) There is to be no talking in the dorm at all.
 - b) You must try to be quiet if walking around at night, because it may disturb others.
65. Residents are required to be up and on the floor by 9am.
66. There is room for five residents in the dorm, you will have your own area. There is zero tolerance for entering another persons room at anytime for any reason.
67. Each resident is to keep their areas neat and clean at all times. This includes being swept when dusty or dirty.
 - a) There are periodic room inspections to ensure no one has any contraband in their belongings.
68. Each resident is to keep their non-perishable food items upstairs in their area.
69. If any resident sees anything in anyone's area that should not be there then they need to let an administrator know as soon as possible.
70. There are to be no drugs or medicines of any kind in your room, unless you have a valid prescription for them.
71. Once you come down in the morning, you need to bring down everything you will need for the day. There is no going up and down the steps during the hours of 10:00 am – 6:00 pm.
72. You must get permission first before going up to lay down if you are not feeling well.

LAUNDRY

73. Every resident has an assigned two hour block in which to do their

laundry.

74. If you have an income, you are responsible for purchasing and using your own laundry detergent.
75. You must make sure when you are done to clean the lint filter on the dryer.
76. You are never to leave your clothes in there for someone else to pull out.
 - a) You will be held responsible for others clothes if you decide to remove them.
77. Never use the hot water setting on the washer. Use the warm or cold setting only and use the selector switch for the correct size load to help conserve water.

OUTINGS

78. You may be asked by the Clergy to join them on an outing or accompany them for a ride. If you are you need to remember to show them the same respect outside of the house as you would in the house.
 - a) You are not allowed to carry a cell phone with you.
 - b) When you are in the car, you need to treat it with respect and not leave trash or other things behind. If you wish to smoke you need permission beforehand.
79. If the clergy treat you to a meal make sure you thank them properly.
80. You are not to wander away from the group at anytime without permission, even if you should see someone you know.
81. If you return back to the center and it is late you will be given extra time for sleeping.
82. If you can't follow the rules set forth for going on outings, then you may not be asked again.

OUTDOOR WORK

83. If you are scheduled to do outdoor work then that is what you must be doing, not socializing with the neighbors or people passing by. It is okay to say hi or hello if they speak to you, but you should be attentive to your chores.
84. When you take tools out of the house, you need to bring them all back

in and return them where you found them for the next person to use.

- a) When chore time is over and it is time to quit you need to make sure your area is clean.
- b) If there is some kind of tool you need and we don't have it you can make a suggestion to the house administrators and if it is feasible the we will get it.

- 85. If you should need assistance on a project you must see the administrator to have them appoint someone to help you.
- 86. Anytime there is not a project to be done, then you should either look around outside or ask the administrator for something to do.
- 87. If it is raining outside you will not be expected to work outside.

LITURGICAL SERVICES

- 88. All who live at the center are to attend liturgical services. We do not ask you to believe what we believe, but remember that it is by the grace of God that you are here.
 - a) We ask that you keep any negative comments to yourself if you don't agree with anything that is said.
- 89. When attending Liturgy it is required that you wear black shirt, black sweats, and black socks.
 - a) You may not wear watches or have lighters or tobacco products on your person while attending Liturgy.

FINANCIAL RESPONSIBILITY

- 90. For those who have an income, you will be asked to donate a portion (called an oblation) back to the household to help with expenses.
 - a) We recommend that since you will have minimal expenses while here you save as much of your income as you can.
 - b) We will be happy to help you learn how to budget your money so you can maintain independence when you leave.
- 91. For those who have an income some of the rules may be amended to fit your unique situation, i.e. chores, time for employment, re-acclimation to independent living.

The rules we have in place may seem overwhelming at first, but know that these rules have been developed over time to allow for all here to live in a safe environment. We have people from many different backgrounds, each with unique challenges, and our rules must be able to anticipate many different needs. The policies can be tailored for each individual based on their needs. In general these policies are necessary for the harmony and comfort of everyone.

We recognize the potential of each individual and that over time each person has the right to be granted additional freedoms and privileges. We also recognize that those who are unwilling to conform to the policies contained herein should make arrangements to stay elsewhere. We acknowledge that everyone has God-given free will to make decisions that will either benefit or harm their future. Individual responsibility begins with recognition of these precepts.

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