

**HEARKEN HOUSE MINISTRY  
79 S FRANKLIN ST  
CHAMBERSBURG, PA 17201  
T: 717-552-2891  
F: 717-251-3163**

Thank you for inquiring about our ministry. General information about our organization has been included with this letter. But before pursuing this course further, please spend time in prayer so you may receive clear direction from the Lord concerning your future.

Hearken House Ministry is a Christian-based facility located in Chambersburg, Pennsylvania. It is an official state-designated half-way house overseen by a Mennonite board.

We consider ourselves to be a “therapeutic community”: one for all and all for one, and totally transparent with one another. In brief, we are accountable to each other, and each resident is governed by two basic principles: **submission and accountability**. We are ready to answer for our actions and behaviors at any time and to any resident. Also, within the “therapeutic community,” we require that everyone conforms to the Hearken House rules and policies. A list of rules and policies is enclosed.

If accepted as a resident, you must commit to a 24-month work/training program at the ministry’s warehouse or other worksite. Activities at the warehouse include, but are not limited to, loading/unloading trucks, operating a forklift, and maintaining vehicles. A job description is enclosed.

While at Hearken House Ministry you will be compensated at a rate of \$9.00 per hour for a 40-hour work week. This \$360.00 (minus standard payroll taxes) is paid weekly. Additionally, some residents qualify for food assistance through the government’s Supplemental Nutrition Assistance Program (SNAP). Note: Participants are paid \$250 a week (no taxes deducted) for the first 4 weeks.

Moreover, although you are responsible for the purchase and preparation of your own meals (a full kitchen is present), the Hearken House provides each resident with an area to store dry goods, refrigerated products, and frozen foods in addition to a bed with a complete set of linen and a space to accommodate a limited amount of clothing and personal items. A washer and dryer are also available.

The lodging fee at the Hearken House is \$350.00 per month. However, the first month is free.

Lastly, to expedite the process, ensure you read, sign, date, and return all the enclosed documents requesting such action as soon as possible.

May God Bless You Always,

Raymond Addis  
Office Administrator

## HEARKEN HOUSE GENERAL RULES AND POLICIES

All residents are expected to live and work together as a family, and since Jesus Christ is the head of the home, each resident is expected to live in a manner that brings glory to Him and helps to provide an atmosphere of love and cooperation.

- ❖ All residents must attend Monday through Friday morning devotions from 0730 – 0800
- ❖ All residents must attend weekly Christian-based evening activities, such as Bible study
- ❖ All residents must attend at least one Christian-based service weekly at an approved church
- ❖ All residents must attend Sunday morning Harken House Ministry meetings from 0730 – 0830
- ❖ All residents must attend any mandated individual or group counseling sessions
- ❖ All residents must comply with parole/probation and other law-directed requirements
- ❖ All residents must maintain a proper level of personal hygiene
- ❖ All residents must keep their living space, linen, clothing, and personal items neat and clean
- ❖ All residents must assist in keeping common areas neat and clean by completing assigned chores
- ❖ All residents must comply with the curfew hours of 9:00 P.M. to 6:00 A.M.
- ❖ No resident is permitted to leave the property during their first thirty days unless accompanied by another member of the house or permission is received from the House Manager
- ❖ No resident is permitted to purchase a motorized vehicle during their first thirty days, nor thereafter unless approval is received from the House Manager (transportation is provided to and from the warehouse and is available for medical and other legitimate appointments)
- ❖ No resident is permitted to purchase a computer, tablet, or other electronic device that can access the internet during their first thirty days, nor thereafter unless approval is received from the House Manager (a computer with internet connection is available for all residents and may be used to access appropriate personal sites, such as email accounts and social media sites – the PC is monitored to ensure inappropriate sites are not accessed)
- ❖ No resident is permitted to purchase a Smartphone, or other communication device that can access the internet, during their first thirty days, nor thereafter unless approval is received from the House Manager (during your first thirty days you will have the opportunity to purchase a flip-style cell phone without internet capability from a certain vendor – a house phone located in the common area is also available for residents)
- ❖ No resident is permitted visitors outside of immediate family members during their first thirty days unless approval is received from the House Manager (visitors are restricted to the main floor common areas and to the rear yard of the property)
- ❖ No resident is permitted to use/possess illegal drugs, alcohol, weapons or pornographic material
- ❖ No resident is permitted to smoke cigarettes (including e-cigarettes) or use any tobacco product inside the Harken House (the use of tobacco products is authorized on the outside property)

By signing this document, you certify that you have read and understand the above rules and policies and affirm that you will adhere to the stated rules and policies. Additionally, you affirm that you will adhere to any rule or policy not covered in this document or that arises in the future.

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## **JOB DESCRIPTION**

**POSITION:** Warehouse General Laborer

**GENERAL RESPONSIBILITIES:**

- ❖ Report any noticeable signs of physical or mental stress of other warehouse workers to the warehouse manager
- ❖ Address warehouse issues or concerns through inclusive communications with the warehouse manager and other warehouse workers
- ❖ Participate in coordinated special activities that will serve to foster the comradely and morale of the warehouse workers
- ❖ Attend internal and external training on the safe and proper use of tools and equipment
- ❖ Utilize tools and equipment in a safe and proper manner
- ❖ Restructure pallets
- ❖ Load and unload trucks
- ❖ Obtain/maintain a valid Pennsylvania driver's license
- ❖ Operate warehouse motor vehicles in a safe and proper manner
- ❖ Assist in the movement of materials from the warehouse to their destination
- ❖ Assist in the receiving of incoming materials at the warehouse
- ❖ Collect, complete, review, and process documents associated with incoming and outgoing materials
- ❖ Maintain and clean the warehouse structures, grounds, and vehicles
- ❖ Notify the warehouse manager of needed supplies and equipment to properly maintain and clean the warehouse structures, grounds, and vehicles
- ❖ Recognize and accept additional responsibilities that arise from the fluidity of the Warehouse General Laborer role as tasked by the warehouse manager

Note – Some of the training you will receive includes employing manual and electric pallet jacks, operating a forklift, and utilizing computer hardware and software. If desired, training may be provided to obtain a Class A or Class B commercial driver's license (CDL). Also, you may be required to individually lift boxes/items weighing up to 50 pounds and team lift boxes/items weighing more than 50 lbs.

By signing this document, you certify that you have read and understand the above job description and affirm that you possess the physical and mental capacity to perform the above tasks.

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## **APPLYING TO PARTICIPATE IN THE HEARKEN HOUSE MINISTRY PROGRAM**

In addition to completing and returning the enclosed Job Description and General Rules & Policies documents, you need to write a letter to us that includes the following information:

- ❖ Charge(s) for which you are currently incarcerated
- ❖ Your sentence length, minimum date, and maximum date
- ❖ Date/month you expect to go before the parole board or date of release if you have already been granted parole
- ❖ Past convictions (whether you served jail/prison time or not)
- ❖ If ever convicted of a sex crime, have you been designated as a Sexually Violent Predator (SVP)
- ❖ If ever convicted of a sex crime, what was the age of the victim(s)
- ❖ The actions you have taken while incarcerated to prepare for a successful re-entry into society
- ❖ Your current relationship with the Lord Jesus Christ
- ❖ How often you attend Christian-based worship services (weekly, monthly, rarely, not at all)
- ❖ How often you attend other organized Christian-based services (Bible study, Yoke Fellowship, Visits from outside guests such as Rock of Ages, Gospel Echoes, or other Christian-based organizations)
- ❖ How often you participate in self/group Christian-based activities (devotional readings, Bible readings, Bible studies, correspondence courses, and so forth)
- ❖ What you think the Christian Chaplain would say about your attendance at services and about your walk with the Lord Jesus Christ
- ❖ What job experience and job skills you possess (if you have a resume, mail it with your letter)
- ❖ How you would describe your physical and mental health
- ❖ What prescribed medications you take and for what condition
- ❖ Any questions you would like us to address

After we receive your letter and completed forms, we will schedule a telecommunications conference call interview between you and members of the Hearken House Ministry and/or board members of the Hearken House Ministry. At this time, we will address any questions you have submitted if we have not done so by correspondence and any additional questions you may have. Furthermore, we will discuss the information you provided in your letter and any other material we deem appropriate.

Again, we thank you for your interest in participating in our program, and we look forward to the opportunity to learn more about you and about how we may help you with successfully transitioning into society and deepening your relationship with the Lord Jesus Christ.

May God Bless You Always,

Raymond Addis  
Office Administrator

