



**TRINITY HOUSE  
HANDBOOK  
2017-2018**

# Trinity House Handbook

## A Guide to Trinity House Living

The Trinity House is committed to providing college-age women with an encouraging and rewarding living experience where they can be built up in their relationships with Jesus Christ and with one another. In light of this commitment, healthy and reasonable guidelines have been established regarding the operation of the House and the responsibilities of its residents. These guidelines are set forth in this document known as the “Trinity House Handbook.”

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**Important Contact Information**

Trinity House Phone.....541-484-0646

Trinity House Address.....1987 University Street, Eugene, OR 97403

Collegiate Christian Fellowship (CCF) Office.....541-345-0341 ext 208

College Pastor.....541-345-0341 ext 259

First Baptist Church (FBC) Office.....541-345-0341

City of Eugene Police Department Non-Emergency.....541-682-5111

## **Purpose Of The House**

The purpose of Trinity is to provide an intentional discipleship community where Christian college-age women seek to live, love and lead like Jesus.

## **Description Of The House**

The Trinity House is a college women's Christian co-op owned and operated by First Baptist Church of Eugene, and is a ministry of Collegiate Christian Fellowship (CCF). The Trinity House is situated near the University of Oregon in a quiet, residential district of the campus community and is complemented by picturesque landscaping. Its convenient location makes it easily accessible for UO, LCC and NCC students.

## **Connection to FBC and CCF**

The Trinity House is integrally supported by the ministry of First Baptist Church (FBC). Nowhere is this support more evident than in the House's vital connection to the FBC college ministry, Collegiate Christian Fellowship (CCF). In light of these relationships, every resident is encouraged and expected: 1) To be involved in the ministry of CCF (i.e. this includes, at least, regular attendance to CCF Worship, as well as, consistent involvement in a Life Group and/or ministry of their choosing); and 2) To attend, when in town, one of the weekend worship services at FBC. These expectations do not preclude a resident from also being involved in another ministry (ex. parachurch ministry) and/or attending an additional church service elsewhere, as long as any additional ministry involvements do not conflict with the resident's agreement to abide by Trinity House Commitment. Over the years, we have discovered that college-age believers (which include House residents) have gained the greatest benefits in their own lives when they have become connected to a healthy community of their peers (such as CCF) and have established a healthy connection to a solid local church (such as FBC). We have found this combination to be one of the key ingredients for helping them to successfully navigate life after CCF and their college-age years.

## **House Council and Committee**

The House Council shall be made up of the House Manager, Assistant Manager and at least one selected officer.

The House Committee shall be made up of FBC Members committed to the oversight and well being of the physical house and its residents.

## **Staffing Of The Trinity House**

The staff of the Trinity House is here to make your experience as exciting, rewarding, and meaningful as possible. They are here to serve and encourage you in your relationship with the Lord and with each other. The full-time, onsite Trinity House Staff includes: the House Manager, Assistant House Manager. We seek to staff the Trinity House with a ratio of one onsite staff person for every 10-12 residents. Other Trinity House Staff who serve at the house, but do not reside at the House, are the: House Cook, House Handyman, College Women's Director, and College Pastor.

## **Requirements For Living At The Trinity House**

There are three basic requirements for living at the Trinity House: 1) Be a college-age female between the ages of 18-25, either in college or working toward college; 2) Know Jesus Christ as your Savior and be seeking to grow in your walk with Him; and 3) Be willing to agree with and abide by the Trinity House Handbook, particularly as it is summarized in the Trinity House Commitment.

## **Trinity House Commitment Agreement**

The Trinity House Commitment comprises what the Trinity House will commit to do for its residents and what the residents will commit to do as members of the Trinity House. The aim of the Trinity House Commitment is to provide a solid foundation for the House, which will serve to benefit every resident in her walk with the Lord and in her relationship with others, particularly with other House residents.

The following expresses the basic commitment for Trinity House residents:

*As a resident of FBC's Trinity House, I am committing myself to God and to the women of the Trinity House to...*

***I will protect the unity of the Trinity House***

- ...by acting in love towards others*
- ...by refusing to gossip, grumble, or argue*
- ...by following those in leadership*
- ...by submitting to the Trinity House Handbook and Policy*

*Romans 15:5* "May the God who gives endurance and encouragement give you a spirit of unity among yourselves as you follow Christ Jesus."

*1 Peter 1:22* "Now that you have purified yourselves by obeying the truth so that you have sincere love for your brothers, love one another deeply, from the heart."

*Ephesians 4:29* "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."

*Philippians 2:14* "Do everything without complaining or arguing..."

*Hebrews 13:17* "Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you."

***I will share in the responsibilities of the Trinity House***

- ...by praying for its health and growth*
- ...by faithfully fulfilling my responsibilities in the House (House Meetings, Chores, KP, etc.)*
- ...by warmly welcoming those who visit*

*1 Thessalonians 1:2* "We always thank God for all of you, mentioning you in our prayers."

*Romans 15:7* "Accept one another, then, just as Christ accepted you, in order to bring praise to God."

*Colossians 4:5-6* "Be wise in the way you act toward outsiders; make the most of every opportunity. Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone."

***I will serve in the ministry of the Trinity House***

- ...by seeking to develop a servant's heart*
- ...by using my gifts and talents to minister to others*
- ...by taking the initiative to minister to others*

*1 Peter 4:10* "Each one should use whatever gift he has received to serve others faithfully administering God's grace in its various forms."

*Ephesians 4:11-12* "It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up."

*Philippians 2:3-4* "Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interest, but also to the interest of others."

***I will support the testimony of the Trinity House***

- ...by living godly lives*
- ...by seeking to share my faith in Jesus Christ with others*
- ...by faithful involvement in CCF and FBC*

*Hebrews 10:25* "Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another - all the more as you see the Day approaching."

*Philippians 1:27* "Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ. Then, whether I come and see you or only hear about you in my absence, I will know that you stand firm in one spirit, contending as one man for the faith of the gospel."

*Mark 1:35* "Very early in the morning, while it was still dark, Jesus got up, left the house and went off to a solitary place, where he prayed."

## **Moving Into The Trinity House**

### Arrangements for Moving Into the House

Once an applicant has been accepted, arrangements to move into the House are made with the Trinity House Manager or Assistant Manager. The House officially opens for the academic year one week prior (usually on a Sunday afternoon) to the beginning of fall classes at the UO. The House Contract for a given year will specify the exact beginning and ending dates for that year.

### Check-In Process

On Move-In Day, residents will officially check-in with the House Manager and/or her designee upon their arrival to the House. Each resident will need to:

1. Complete a check-in form
2. Complete an emergency contact form
3. Pay the first month's rent

### Continuing Residency

Current residents will have the first right to reserve rooms for the following school year. They will receive renewal House Contracts during Winter Term and will have until March 15 to return them to the House Manager if they plan on returning for another year in the House. Their renewal contract will officially confirm their spot in the House for the coming school year. If a resident breaks her renewal contract, the resident will continue to be responsible for the rental amounts therein until a replacement resident is secured. Residents who do not return their renewal contract by March 15 will forfeit their spot in the House for the following school year.

### Occupants

Occupants are only residents who have been officially accepted into the House, and have completed the above Check-In Process will be permitted to occupy their assigned room. This includes any roommate who may be assigned by the Trinity Manager at her discretion. No other occupants shall be permitted without the prior permission of the House Manager.

### Room Choices and Changes

The House is large enough to comfortably sleep over forty-eight residents. Room choices are primarily based on house seniority, and are organized by the House Manager and/or Assistant House Manager. There are single, double, and triple rooms with double rooms being the majority. Room changes are possible during the year: 1) If a resident should leave the House and her room becomes available; or 2) If, in rare cases, there are unresolvable issues that could be bettered by a change of rooms. There may be instances when the House Staff must make necessary room changes, but these are very infrequent. It is important to note that the Trinity House guarantees a space, but not a particular room, and we reserve the right to make changes when necessary.

### Seniority in the House

House seniority is determined upon the date we receive the signed House Contract, House Commitment

Agreement, deposit, and house fee of an applicant who has been accepted to the House. House seniority plays a major role in helping determine room selection, rooms changes, house jobs, and parking privileges. These are important reasons for returning the House Contract, House Commitment Agreement, and making payments as soon as possible.

## **Living At The Trinity House**

### Conduct

A member is expected to pursue a lifestyle inside and outside the House, which reflects positively upon her reputation before the Lord Jesus Christ and the reputation of the House (*1 Tim 4:12*), as it is summarized in the Trinity House Commitment. Inappropriate behavior shall be defined as any action that is considered offensive, abusive, violent, or perverted in accordance with biblical principles and/or laws maintained by the current government (local, state, or federal). Legal and biblical authorities may be brought before the House upon a disagreement in the interpretation of biblical or civil laws. Misconduct shall be defined as any action that is considered destructive (to physical property), harmful, or violent in regards to the residents of the House.

### Cooperation with House Leadership and Staff

All residents of the Trinity House are required to comply with reasonable requests and lawful orders from any or all of the Trinity House Staff members. Verbal, physical, or emotional abuse directed at any House Staff member will not be tolerated and may subject the offending resident or her guest(s) to House disciplinary action.

### Firearms and Explosives

No live explosives (fireworks, bombs, etc.) are allowed upon House property or at any House functions. Firearms and ammunition shall also be prohibited upon House property. There shall be no discharge of firearms on House property and all firearms are prohibited at House functions. In addition, the discharge of minor firearms (air guns, bb guns, pellet guns, etc.) shall be prohibited on House property. Any violation of this policy shall be considered harmful and dangerous, and shall be dealt with according to appropriate disciplinary action by the House Committee.

### House Discipline

The goal of House Discipline is restoration. Discipline guidelines are drawn from Jesus' teachings of conflict resolution in Matthew 18. Any violation, therefore, of the house guidelines may result in a specific consequence. In the event of any questions, a plurality of House leaders (at least three) will determine whether or not a violation has taken place. If they end in an impasse, the House Manager provides the tie-breaking vote. The House Manager also has the prerogative to supersede any decision made by the House Council (Manager, Assistant Manager, and a selected officer) in the matter of discipline. In exceptional instances, the College Pastor and/or House Committee will intervene.

### Quiet Hours and Noise

The House is a residence for students, therefore, specified times of quiet study and sleep are necessary. Quiet hours will be from 11pm to 11am, Sunday through Thursday, and 12am to 11am on the Weekends. While these hours can be changed by House consensus and House Manager approval, the principles governing quiet hours will not change, for they are simple those principles in scripture that address respecting the needs and honoring of others. For example, music may be played during these hours, as long as there is no disturbance of another person. Any conflicts should be resolved graciously between the parties involved. It should be remembered that playing music is a privilege, not a right, at any time in the House.

### Smoking and Drinking

There shall be no consumption or possession of alcoholic beverages, marijuana, e-cigarettes, or tobacco on property owned or leased by FBC or at any function sponsored by, or affiliated with, the House. This policy is effective regardless of the legal age of the members involved. Any allegations concerning the consumption or possession of alcoholic beverages, marijuana, or tobacco on property owned or leased by the House shall be submitted in writing to the House Manager by the current resident of the House and shall be accompanied by the testimony of at least one other current resident. The House Committee shall review the allegations and decide the appropriate course of disciplinary action to be taken.

### Sports in the House

While sports are encouraged outside of the House, residents may not engage in any sports in the hallways, stairwells, lounges, rooms, or other public areas of the House. In addition, residents may not ride bikes, wheeled vehicles, or any types of skate or skateboards anywhere in the House. Please do not ride on or use your skates, skateboards, bicycles on House benches, tables, and stair railings.

## Facilities

### Appliances

The House electrical system is not designed to carry heavy loads of electrical equipment. Extension cords should be used properly and not be frayed or overloaded. If you have several electrical items you will be using (ex. computer equipment), you should purchase a UA approved power strip with built-in circuit breakers. Due to fire concerns, the following items are not allowed in residents rooms: hot plates, toasters, toaster ovens, broilers, space heaters and window air conditioning units (may be approved by the House Manager), halogen torch lamps, or sunlamps.

### Bicycles

Bicycles are to be parked in the designated bike area at the back of the House. Each owner is responsible to secure her own bike. Lost or stolen bikes are not the responsibility of the House. No bicycles may be stored anywhere else (i.e. hallways, stairways, entryway, etc.) in the House without specific authorization from the House Manager (ex. during Christmas vacation). Each resident will receive access to the Bike Barn.

### Bunking and Lofting Beds

Bunking and lofting beds is permitted in certain rooms. All lofting of beds must be completed by, or with the approval and supervision of, the Housing Maintenance Staff. Any other lofting of beds is prohibited (ex. construction of lots, using cinder blocks to raise beds, etc.). When in doubt, check with the House Manager.

### Cable Television and Internet Access

The House has cable access for its two resident televisions (located in the first floor sitting area and the basement/recreation room). High-speed internet is available in each room and throughout the House. Residents are not permitted to reconfigure (add to, subtract from, etc.) any of the phone, cable, or internet lines, or equipment. Ideas for improvements on any communication systems are welcome and can be presented to the House Manager for consideration.

### Candles and Flammable Materials

Possession or burning of flammable materials including, but not limited to, candles, gasoline, kerosene lamps, lighters, and incense is hazardous to the health and safety of residents and is prohibited inside the House. The burning of flammable materials on CCF property is prohibited, other than safe and proper operation of the House BBQ.

### Cleanliness of the House

All resident rooms, common areas, bathrooms, and kitchen must be kept in a clean state. It will be the responsibility of the residents to maintain the cleanliness of their own rooms, and the responsibility of all residents to maintain a reasonable standard of cleanliness for the remainder of the House.

### Decorations and Improvements

Decorating your room is encouraged, but please do so in a manner that won't damage your surroundings. Because tape and stickers can cause damage, it is recommended that residents use non-stick tape or putty to hang posters, etc. Items cannot be attached to, or impede, any fire safety equipment including smoke detectors, sprinkler heads or pipes, and exit signs. Also, the decorations must not impede access to the hallways, doorways, stairs, or other exits. Decorations may not be hung from the ceilings. Rooms may not be painted, wallpapered, paneled, or redesigned by the occupant. Care should be exercised in hanging pictures and posters. When in doubt, consult the House Manager. Questionable signs or decor (which do not support the purpose of the House or which you wouldn't want your parents to see) should not be put up. The House Manager has the right to have questionable material taken down.

### Furniture and Room Furnishings

Every resident room comes furnished with a bed, desk, desk chair, twin mattress, and closet. All items must be accounted for at the time of checkout. Residents are responsible to maintain reasonable living standards and are responsible for all damage that occurs to furnishings. Damage to furnishings will be assessed by the House Staff.

### Garbage Disposal and Recycling

Residents must dispose of garbage and recycling in the appropriate bins and locations. Garbage is not to be left in stairwells, lounges, by the doors, or on the ground by the dumpsters.

### Heat

Please do not obstruct or damage heating units or tamper with the House thermostats. Heat control in some of the rooms is tricky business. The central thermostat is to be regulated by the House Manager. Please remember to keep objects a safe distance away from the heaters.

### General House Care

Food and drink are encouraged to be kept within the designated dining and kitchen areas. Food is allowed in other areas as long as cleanliness is maintained. Removal of this privilege is subject to the House Manager, College Women's Director, or College Pastor. Do not throw objects inside the House. Be extra kind to the furnishings - they need to last for a long time. Remember, if you act in a way that causes damage to house furnishings you will be responsible for the cost of replacing the broken object(s). Also, if you see a light or TV on that does not need to be, please turn it off.

### House Furniture

Public furniture of the House (i.e. living room furniture, etc.) must remain in the community area as it is found. Public furniture should never be in a resident's room.

### House Chores & KP

Each member is responsible for one house chore and one kitchen patrol (K.P.) duty per week with the purpose of keeping the house clean and in order. Each house chore takes between 15-45 minutes. The House Chores Officer is in charge of organizing and inspecting all house chores. Individual house chores are determined each term by signing up on a seniority basis. In addition to normal chores, occasional work days will be organized and scheduled by the House Chores Officer (i.e. spring cleaning). Every House member is required to participate in these workdays.



Failure to complete chore or KP will initiate House Discipline. The goal of House Discipline is restoration. The first offense will be \$10 and will increase by \$10 for every additional offense. Managers will follow the biblical principles of Matthew 18.

#### Interruptions in Normal Service

The House is not responsible for the continuation of food, heating, and accommodations at normal levels in the event of a natural disaster, power or water interruptions of house property, or in the event of other natural events wholly beyond the control of reasonable anticipation of the House.

#### Keys

Each resident is given the key code for the exterior door of the House and the option to have a room key. This allows limited access for safety reasons. All keys remain the property of the House and may not be duplicated by residents. Residents are not allowed to loan, sell, or transfer any House keys for the purpose of allowing the person to use House facilities. If you lose a key, contact a House Staff member for the safety and security of the House. There will be a \$25 fine for each key lost, which will be assessed to the resident's account. In addition, there will be a fine for those who give the code to anyone outside of the house. The code will be changed at the beginning of each term.

#### Laundry Facilities

There are coin-operated washing machines and dryers located in the basement of the House for the convenience of the residents. Please make an effort to remove your clothes as soon as they are done and not occupy the machine for more than two hours at a time. Wash mud and dirt off outside of the House with the hose, not in the bathroom. If you have problems with the laundry facilities, please contact the House Manager.

#### Library

Any House books and movies are for the benefit and enjoyment of the residents and guests of the House, and may not be taken from the House.

#### Mail

Mail can be sent to: Trinity House, 1987 University Street, Eugene, OR 97403

#### Maintenance and Repairs

If you have a non-emergency maintenance need, please speak with the House Manager and complete a written work request form. Please make sure to specifically explain the location and nature of the problem. If there is an emergency maintenance need (ex. burst pipe, broken window or door, overflowing toilet, etc.) please contact a House Staff member immediately. Network/internet repairs are viewed as non-emergencies.

#### Outdoor BBQs

The House is equipped with quality BBQs that are for the use of the House Cook only (unless approved).

#### Parking

Although limited parking is available around the House, parking on House property is reserved for the House Cook, Handyman, and House/CCF Staff. Unauthorized vehicles may be towed from the premises at the expense of the owner. The House Manager, or someone she designates, will oversee this area. The Trinity House has 12 spots available that are given out by House Manager based on seniority, and the parking passes for these spaces must be purchased through the city.

### Pets

Due to health, allergy, safety, and damage concerns, pets are not allowed. The only exceptions to this are fish that only require a small container, no aquariums of any size are allowed. Pets include, but are not limited to dogs, cats, mice, rats, gerbils, snakes, birds, and turtles.

### Renter's Insurance

The House is not responsible for damaged (ex. fire or water damage) or stolen property in resident rooms, public areas, laundry, or storage rooms. It is your responsibility to secure your room. Please check with your parent's homeowner's insurance to make sure your belongings are covered. If they are not covered, it is strongly recommended that you purchase renter's insurance to protect yourself and your belongings.

### Telephone

There is a landline available for use on the main floor. Individual phone lines are available in each room. It is the responsibility of the resident to initiate service with the phone company (if she so chooses) and to pay all respective costs for their own private line. It is highly recommended residents bring a cell phone. Hours for its usage are to correspond with quiet hours.

### Waterbeds

Waterbeds or water furniture are not allowed.

## Rent and Bills

### Room and Board Rates for the House

Room and board rates are established by the House Committee. Monthly payments are determined by taking the total lease amount for the academic year and dividing it into nine equal payments. Such rate will be included in the House Contract. It is the responsibility of the resident to communicate with the House Manager and House Committee of any need for an adjustment in payment schedule.

### Payment of House Bills/Rent/Accounts

House bills are to be paid on a monthly basis as specified in the House Contract. Late fees, if needed, shall be instituted in accordance with the House Contract as well. Monthly rent should be given to the House Manager by mail or in-person. Residents are responsible for any fees FBC may incur due to bounced checks.

### Occupancy

Occupancy occurs when the resident is issued her room assignment and a key code. Actual physical occupancy of the room by the resident and/or placement of her possessions within the room is not necessary to constitute occupancy.

### Temporary Absence Due to a Student Exchange Program

We encourage residents to participate in Student Exchange programs, but you must take into account your obligations under the House Contract which is a binding rental agreement with the Trinity House. If you choose to be gone on an Exchange Program, you must choose one of the following options below. If you do not, your contract will be terminated and all aspects of the third option will apply.

1. You may continue to pay the current monthly rent for the duration of your absence (as if you were still in Eugene) and retain your seniority status.
2. You may find a suitable replacement resident for the duration of your absence. This individual must complete the application and interview process just like any other new resident and be officially accepted

into the House. You will retain your seniority status.

3. You may breach your contract. This means you will be responsible for rental and other amounts due under the House Contract until FBC can secure a replacement resident.

#### Termination of the House Contract by the House Resident

If the resident chooses to move out prior to contract termination date, she will be responsible for rental and other amounts due under the House Contract. However, the resident will no longer be responsible for rental payments if a suitable replacement (officially accepted by the application process) resident is found to cover the remainder of the contracted dates.

#### Termination of House Contract by the Trinity House

In addition to any other rights and remedies available under law, the Trinity House may terminate this House Contract upon the occurrence of any of the following circumstances: 1) The resident fails to pay scheduled room and board when due and such failure to pay continues for more than ten days after the due date of such payment, except where the Trinity House has agreed in writing to extend the due date of such payment; 2) The resident breaches, violates, or otherwise is in default of any of the terms and conditions of the agreement; or 3) The resident fails to comply with the policies, procedures, and commitment set forth in this agreement - the Trinity House Handbook. In such an event, the Trinity House will provide applicable notice and pursue eviction and remedies pursuant of Oregon law.

#### Requirement to Vacate the House Upon Expiration of Housing Contract Term

When a resident's House Contract expires and has not been renewed in writing, the resident shall immediately vacate the Trinity House premises and remove all of her property. If the resident's property remains in or about the Trinity House after her agreement has been expired without renewal or has been terminated, the Trinity House can reasonably understand the resident has abandoned such property and may dispose of it in accordance with Oregon law.

#### Indemnity

To the full extent permitted by the law, residents of the Trinity House shall defend, indemnify, and hold harmless the Trinity House and First Baptist Church of Eugene, an Oregon nonprofit corporation, and its officers, agents, employees, and directors from and against all claims, actions, liabilities, and costs including attorney fees and other costs of defense arising from a Trinity House resident's failure to comply with any policy, procedure, and/or commitment set forth in the Trinity House Handbook, or arising from any act, negligence, or failure to act of the resident or any of the resident's agents, relatives, invitees or guests. Residents shall be responsible for attorney fees, costs, and disbursements pertaining to breach of obligations, in attorney fees and costs incurred on appeal and in collection of indebtedness.

## Food

#### House Cook

The House Cook (and any associate cooking staff) shall be hired by the House Committee. His/her salary shall be determined and approved by the House Committee. The Cook shall prepare the menu and provide whatever is needed to prepare the meals and shall work in coordination with the House Committee in the budgeting for purchases.

#### House Meals

Residents will be provided weekday breakfasts, lunches, and dinners. Residents are responsible for their own food on the weekends, holidays, and vacations although leftovers are usually available.

The House Cook is responsible for preparing the weekday lunches and dinners. Breakfast fixings are available for residents to prepare and assemble. The House Cook shall be responsible for providing the necessary food items for breakfast.

Weekday lunches and dinners will be served in the dining room at established times each term. Meal times and locations may be changed by vote of the house members with approval of the House Cook and House Manager. Meal locations may also be changed by the same.

Every dinner is preceded by a brief devotional. These devotionals are to be led by house members on a rotating basis. Every member who expects to be present at a regularly scheduled lunch or dinner shall, out of courtesy to others, be on time. This courtesy includes being present fifteen minutes prior to dinner for the devotional.

A necessary aid in helping the cook prepare meals is the weekly meal chart, which all members are expected to use when they have conflicts with mealtime or when hosting guests. The chart is used for signing out for meals, signing up for early or late plates, or signing up guests (must be cleared by the cook prior to meal). Every member is entitled to invite guests to lunches or dinners throughout the year; however, abuse of this privilege (as, for instance, in the repeated entertaining of a particular guest) may, in the exercise of the House Manager's discretion cause the revocation of this privilege. Signing up for late plate or signing out must be done two hours before the meal (before 5pm for dinners) and may be done by phone.

The House Cook, in conjunction with the K.P. Officer, shall establish the kitchen guidelines. For example, the refrigerators and freezers are off-limits (except for the snack shelf), shoes are to be worn in the kitchen and dining room at all times (as per health code), and dishes are to be rinsed and appropriately stacked after all meals.

#### House K.P.

Each term the K.P. Officer will organize the residents according to each one's schedule in assigning the necessary kitchen work. Each member will have at least one KP per week (except for House Leadership). The KP duty will involve setting up for meals, serving the food, cleaning up the dining room and kitchen, and washing pots, pans, and dishes. Detailed KP responsibilities are to be posted in the kitchen.

#### Guests and Visitors

We welcome visitors at the Trinity House. The impression given on the phone or in person will likely be the impression a visitor has of the entire House. Attitudes toward visitors in the House should be gracious and helpful. Make them feel at home.

Friends are welcome and may visit a resident's room or be left alone in the House according to the member's discretion or House Handbook. Out-of-town friends may spend no more than three nights with a member, provided the House Manager grants permission. Abuse of this privilege may result in its loss. Residents are also responsible and accountable for the conduct of their guests while at the House. Cost of repairing any damage to House property by a guest of a resident will be charged to the resident.

If you see someone you don't know, ask if that person is being helped. This is for your own safety, as well as, good manners. Complete strangers are allowed only on the first floor and are not to be left unattended.

### Guy Hours

Guy hours (where women are not allowed on the second or third floor) are the same as quiet hours: 11pm-11am Sunday through Thursday, and 12am-11am on the weekends. Guys must leave the Trinity House by 2am. While these hours can be changed by House consensus and House Manager approval, the principles governing guy hours will not change, for they are simply those principles in Scripture that address respecting and honoring the needs of others. At any time in which a male is visiting a resident's room, the door to that room must remain open. Any unethical conduct or violation of this visitation privilege is a severe matter to be dealt with accordingly by the House Manager and/or House Committee.

In the event you encounter a conflict between a visitor's desire and that of the House Handbook, politely explain the conflict and feel free to direct the matter to the House Manager, to the Assistant House Manager or other House officer. Avoid entering into conflict with a visitor directly. Also, remember, we have no phone or restroom available for public use. Direct a need of this kind to the UO campus.

## Leadership

### House Officers

Offices make up the House Leadership Team, which is the student governing body of the Trinity House. These seven offices are: House Manager, Assistant House Manager, Jobs Officer, K.P. Officer, House Chaplain, Social Director, and Outreach Director.

The House Manager provides oversight and leadership of the House as defined in her job description. She is compensated with room and board, and a salary approved by the House Committee. The House Manager is directly accountable to the College Pastor and the House Committee. The Assistant House Manager is responsible for assisting the House Manager in overseeing and leading the House as defined in her job description. She is provided with room and board and a salary as approved by the House Committee. The Assistant House Manager is directly accountable to the House Manager. At the end of each term the other officers apply and are elected by the House Manager to serve for the following term. Fall Term officers apply and are chosen by the end of Spring Term for the following year.

### Support Staff

The Trinity Support Staff Member is responsible for shepherding and encouraging House leaders and residents. The House Advisor is also a CCF staff member who fulfills key roles in the ministry of CCF.

### House Handyman

This individual is responsible for maintaining the physical aspects of the House. He can be reached most easily through the House Manager or Assistant House Manager.

### House Committee

The House Committee is a team of members from First Baptist Church who provide general oversight, direction, and accountability for the House and its leadership.

### House Meetings

House meetings give an opportunity for weekly encouragement and fellowship for the House. They also give an opportunity for problems to be discussed and solutions or improvements to be found. House meetings shall be arranged and led by the House Manager (or Assistant House Manager in the absence of the House Manager). Regular house meetings are held once a week (usually Monday nights) for an hour during the regular academic year. Attendance at House meetings is required, unless a valid excuse is submitted and approved by the House Manager before the meeting. Unexcused absences will initiate

House Discipline. The goal of House Discipline is restoration. The first offense will be \$10 and will increase by \$10 for every additional offense. Managers will follow the biblical principles of Matthew 18.

### Room Entry

Except in the case of an emergency or as otherwise allowed by law, Housing Staff will give residents 24-hours notice before entering a resident's room, and then will do so at a reasonable time and in a reasonable manner. Residents will not unreasonably withhold consent to access of Housing Staff. As part of regular inspections, Housing Staff will also perform safety inspections of rooms during school breaks.

### Roommates

#### Roommate Choices

Roommates are selected using a questionnaire that is sent to all incoming residents during the summer months. The questionnaire asks various questions about roommate preferences, personal habits, interests, etc. Based on answers given, roommates are matched as closely as possible. If you know another resident who will be coming into the House in the fall (or you know someone already in the House who wants you to room with them), you may request that person as a roommate. We will work hard to honor those requests, although we cannot guarantee them.

#### Room Cleanliness

All resident rooms must be kept in a clean state. If the room is deemed unhygienic, the residents will be given a time frame in which to clean it. It is also a basic expectation that you keep yourself and your living area at a level of cleanliness that does not disturb your roommates or the Trinity House community. This expectation includes, but is not limited to, smells that emanate from your room that disturb or affect other residents of the House.

#### Roommate Conflicts

We encourage residents to try and work out their differences themselves. If assistance is needed, the Housing Staff are willing to lend their assistance. If no solution can be found to a conflict, then the Housing Staff have the option of moving one of the residents involved in the conflict to another room, as space permits, to best serve the needs of the House.

### Safety and Security

The Trinity House recognizes the importance of safety and security for the House and its residents. The following addresses key areas of safety and security.

City of Eugene Police Department  
Emergency: Call 911  
Non-Emergency: Call 541-682-5111

#### Fire Safety and Evacuations

During an academic year, a planned fire alarm will occur at least once a quarter. Residents will not be notified when this will occur. These planned alarms are intended to familiarize all residents with exits, sounds, lights, and procedures for evacuating the House.

Regardless of the cause, all alarms should be treated as if they are real. By law, all residents are required to leave the House when an alarm sounds. Residents who fail to evacuate the House, or take an improper length of time to exit the building, may be subject to House disciplinary action.

House staff will assist in the basic evacuation of the House and will help to coordinate re-entry into the House when appropriate authorities provide clearance. House staff, however, will not be responsible for residents who are not heeding the alarm or who are ignoring the emergency procedures. It is essential that all residents take full responsibility to evacuate. Again, residents who fail to evacuate and abide by evacuation procedures may face disciplinary action. If you require special assistance to evacuate, please contact the House Manager.

In the event of a fire, please memorize the following acronym: R.A.C.E.

- R**     Rescue anyone in immediate danger from the fire, if it does not endanger your life.
- A**     Alarm - sound the alarm by activating a pull station alarm box.
- C**     Contain the fire by closing all doors and windows.
- E**     Extinguish the fire with a fire extinguisher, or  
          Evacuate the area if the fire is too large for a fire extinguisher.

For fire extinguisher use, please memorize the following acronym: P.A.S.S.

- P**     Pull the pin on the fire extinguisher.
- A**     Aim the extinguisher nozzle at the base of the fire.
- S**     Squeeze or press the handle.
- S**     Sweep from side to side until the fire appears to be out.

Tampering with fire alarms or fire equipment is a violation of state law as well as House Policy. Sanctions for violating any policy concerning fire alarms and equipment may include removal from the House, large fines, and/or criminal prosecutions.

#### House Security

All outside doors are to remain locked 24 hours a day, with the exception of events sponsored by the House where there is door supervision. Do not prop open outside doors and fire doors. Each night, by 11 pm, a security check by the House Manager or designee will be made to secure all windows and doors at ground level.

#### Medical Emergencies

Residents must complete a Resident Emergency Information Card during check-in which lists contact information of parties to call in an emergency. Please use this form to inform the House Manager of any medical conditions for which you may need assistance. A confidential copy of this form is kept on file with the House Manager and a backup copy is kept with the CCF Administrative Assistant at FBC.

#### Personal Safety Devices

Residents who own and/or carry personal safety devices such as pepper spray or mace should know how to use the device properly and it should remain in their possession. These devices should only be used when needed for protection and according to the manufacturer's instructions. Inappropriate discharge or failure to use the device according to the manufacturer's instructions will result in possible House disciplinary action.

#### Room Windows and Roof

Due to the risk of serious injury, residents are not allowed on roofs, or allowed to climb up the sides of the building, or be on the ledges of the building. Also, due to the possibility of serious injury, at no time should any article be thrown or dropped out of House windows. In addition, residents should not throw things into windows from the ground as this could damage the facility and also lead to injury. Residents are not

allowed to place themselves in an open window, hang out of a window, or enter/exit the House via windows due to safety concerns. Windows are to remain in their tracks.

### Storage

There is some storage space in the House. Storage spaces are assigned by the House Staff and must be clearly labeled by residents and neatly stored in their designated areas. Very limited summer storage is available. Storage space will not be available during the summer for non-summer residents.

### Summer Residence

Summer residents shall pay a monthly summer rent determined by the House Committee, as specified in their Summer Residence House Contracts. The summer House Manager and Assistant Manager shall oversee and assign duties to keep the outside and inside of the House in order. Summer residents shall provide their own food, and will be given limited refrigeration space for their food. The House is sometimes coed in the summer with one floor assigned to the women and the other to the women.

## **Moving Out of the Trinity House**

### Checking-Out Process of the House

At the end of a resident's stay in the House (for year-end or other approved departures), the departing resident is required to sign out with the House Manager and/or House Manager designee before she leaves. This involves having the House Manager and/or House Manager designee complete a sign-out check sheet for each individual, including room cleanup, K.P.s and details completed, house bills paid, and change of address card filled out. Rooms are expected to be left in as good of a condition as when first occupied by the resident - ordinary wear and tear is expected. Rooms not adequately cleaned will be cleaned at the resident's expense, and such charge shall be deducted from the security deposit.

### Mail

Residents are responsible to contact the Postal Service and provide a forwarding address. The Housing Staff is not responsible for forwarding any mail to the former resident that is sent after the resident vacates the House.

### Lost, Stolen, or Abandoned Property

The Trinity House is not responsible for lost or stolen property in a resident's room or public areas of the House. Items left in rooms or in storage areas at the end of the academic year or after termination of a House Contract shall be reasonably understood to be abandoned and will be disposed of in accordance with Oregon law.