



## Transformational Housing Overview

Transformational Housing (TH) is a Christian ecumenical non-profit organization seeking to provide quality, affordable rental housing in Jefferson City. We seek to cultivate relationships of encouragement and accountability to lead to life change within the context of rental housing. We strive to be a place where love for the community meets hope and healing.

**Our Strategy:** Mobilize volunteer and financial resources from local churches and other interested parties to build and maintain rental units that will be available for those needing housing assistance. Supply coaches and mentors to assist those living in these units develop the needed life skills necessary to sustain a self-supporting lifestyle. While a Christian organization, TH will serve people from all backgrounds. While TH is an ecumenical effort representing many different churches, assistance from any interested party is welcomed.

***Romans 12: 2 Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—his good, pleasing and perfect will.***

### Roles & Responsibilities

Transformational Housing is a faith-based ministry involving many different Christian churches. All support roles will provide the necessary time and energy needed to operate a safe, grace-filled home where transformation happens through relationships, accountability, and the work of the Holy Spirit. All Volunteers shall err on the side of grace, but also understand that giving a hand up versus a handout is necessary to move toward independence. Families understand that all volunteers will be offering their support from a faith perspective.

#### a. **Executive Board/Board**

1. serves as the governing body of Transformational Housing, providing the vision for this ministry as well as direction, guidance, and support for the TH community.

#### b. **Building Manager/s**

1. provide oversight of the physical building addressing maintenance issues and other facility needs.

c. **Family Support Leadership Team**

1. responsible for recruiting, screening and approving families
2. provides oversight of the roles and responsibilities
3. provides support and resources for coaches and other volunteers supporting families

d. **Family Support Coaching Team: Financial Management and Life Coaching**

1. Meet at least three times per month with resident family for the duration of the TH process and the monthly meal. Review and sign the TH Commitment each meeting with the family.
2. Assist resident family in setting personal/family goals with spiritual transformation in mind. This meeting usually occurs in the home to monitor maintenance issues and compliance with house rules.
3. Assist resident family in setting family financial goals (including budgeting, credit building, debt management, saving, etc.).
4. Support and encourage resident family in the pursuit of their personal, financial, and spiritual goals.
5. Provide, at a minimum, monthly progress reports to Family Support Leadership Team Liaison.
6. Maintain confidentiality, only sharing information with those TH team members who can assist families in achieving goals or addressing concerns. Confidentiality does not prohibit mandated reporting

e. **Resident Family**

1. Will maintain honest and open communication with everyone supporting me through the TH process. By signing this form, I give permission as to Release of Information so that all coaches/volunteers/all TH Teams involved may collaborate **in order to promote my success**.
2. Understand that I will be part of a community that includes the other families in the building as well as coaches and partnering churches. As such, I will participate in a monthly community meal, attend house meetings, follow house rules, participate in the care of common areas, etc.
3. Will pay my rent and utilities on time.
4. Understand TH is a high accountability partnership and for me to be successful, I need to be completely transparent with all areas of my finances.
5. Will diligently work toward achieving my personal and financial goals and openly discuss roadblocks.
6. Will abide by the agreed-upon spending plan, which prioritizes paying off debts that prevent securing stable housing. In order to achieve my goals, I am willing to provide to my coach

proof of all my financial information including current and paid bills, current and paid debt, income, and expenditures.

7. Will attend scheduled meetings with my coaches for the duration of the TH process (which will be at least three times per month at the beginning, and will ensure there are no preventable interruptions during our meetings, such as phone calls, children, etc.). If an emergency arises and I can't keep an appointment, I will give common courtesy and notify my coach before our scheduled time, which may be rescheduled at the coach's discretion.
8. Will maintain steady employment/income while a resident. If I become unemployed, I will make job searching a priority and will work with my coach to find appropriate applications to jobs that match my skills and help me achieve my goals. **I will not quit my job without discussion and agreement with the coach and team.**
9. Will make every effort to follow recommendations made by the TH team and keep the lines of communication open to discuss any differences of opinion.
10. Understand that I may discuss any concerns I have about my experience with any member of the TH team at any time.
11. Will voluntarily vacate the premises and remove all my belongings by the deadline given, if a decision is made to discontinue the partnership.

**By signing, I acknowledge that TH is an intensive Christian-based partnership requiring weekly financial and personal coaching. I also, agree to the Resident Family commitments.**

---

**Applicant Signature**

**Date**

**Contact us**

Transformational Housing  
P.O. Box 104784  
Jefferson City, MO 65110

info@transformationalhousing.org  
housing@transformationalhousing.org  
<https://transformationalhousing.org/>

## Resident Family Screening Process

### Referral and Initial Application

1. All referrals to Transformational Housing must first complete an application in order to be considered.
2. Following completion of the application, a determination will be made whether more information is needed or if a referral to the screening interview is appropriate. Applications will be kept on file if there is no current opening.

### Assessment Interview

1. Interview with the family to determine suitability for this program

### Program Orientation Session

1. The goal of these four sessions is to provide understanding of our program to be a successful member of the community and work toward the family's goals to achieve self-sufficiency.

### Eligibility

1. At least one adult family member is employed.
2. Must meet income requirements of no more than 200% of the current poverty rate.
3. Highly motivated to change and work towards goals established with coaches including financial stewardship, personal and spiritual goals.
4. Willing and able to meet at least 3 times per month with coaches.
5. Meet monthly for building gathering.
6. One adult must be at least 18 years old.
7. Background check completed – extensive criminal history or certain types of convictions may preclude acceptance into the program.
8. Agree to take a drug test if deemed appropriate.
9. Willing to comply with the Program Commitment and ALL House and Community rules and expectations.
10. Willing to communicate honestly and openly about all areas of their finances and personal life while a resident family at Transformational Housing.
11. Willing to provide two personal references and income verification.
12. Completion of the four orientation classes prior to acceptance into the program.

**Acceptance into the program will be determined after all steps have been completed by applicant family and reviewed by TH Family Support Leadership Team or designated representatives. There is no fixed time frame for this determination.**

**I acknowledge that I am able to meet these eligibility requirements**

---

**Applicant Signature**

**Date**