



GUIDELINES MANUAL

QUEST CODE OF CONDUCT

- Live your life as a man of God should.
- Show humility and deference to others.
- Be gentle and patient with others.
- Put others before yourself.
- Be trustworthy.
- Take initiative.
- Show discretion in humor.
- Avoid questionable speech.
- Avoid murmuring or complaining.
- Honor your authorities and obey their directions.
- Be enthusiastic.
- Never compromise.
- Lead by example.

See Ephesians 4-5, Colossians 3, and Galatians 5:16-6:10 for details on how Christian men should behave.



STANDARD PROCEDURES

The following Standard Procedures are put in place in order for Quest to run smoothly. It is your responsibility to read, understand, and follow these rules & guidelines.

AUTHORITY STRUCTURE

Here at Quest, your leaders include Quest Logistics, the Team Leaders, Assistant Group Leaders, Group Leaders, the Assistant Program Coordinator, the Program Coordinator, and the Program Director. You are under the care of your Team Leader and are to obey and respect his authority. **If you feel there is a problem with his directions, go directly to him, or talk to your Group Leader.**

There is a chance you will dislike someone in your leadership, or disagree with his style of leadership. Keep in mind that these men are here with a desire to see you grow, and are themselves growing in their walk with the Lord. In life you will at times be placed under the authority of people you do not like, and Quest is a good time for you to learn how to handle such a situation with maturity. **However, if you have concerns about the conduct of a member of your leadership, or of any of the guys in your group, speak to one of the other leaders immediately.**

DEALING WITH CONFLICTS

Anytime people are together, conflicts will arise. An example of the proper approach to dealing with conflicts is found in Matthew 18:

1. Go to the offender and talk with him about the matter in private.
2. If he does not respond, bring one or two others and talk to him with them as witnesses.
3. If he still does not respond, or things still do not feel resolved, go to your Team Leader, and if necessary he will direct you up the chain of command.

Remember, “Blessed are the peacemakers” (Matthew 5:9). Seek to bring peace to a situation, even if that means giving up your way.

SCHEDULE

In order to show respect for others’ time, you should be at all events a few minutes early.

Your sleep is important, so lights-out means that you must be in your own bed, with the lights out, and not talking or making noise.

Morning wakeup is absolutely non-negotiable.

The morning quiet time is a time to focus on God and His Word; therefore you may not talk to or distract others at this time.

SUNDAYS

Sunday is designated as a day of rest. The afternoon activities are designed to give you an opportunity to focus on God. Please use this time wisely and treat it seriously.

To give the kitchen staff a day off, breakfast is not served, and a sack lunch is provided.



CONTRABAND

The following are prohibited for the duration of Quest:

- Music or videos
- Computers, gaming devices, video players
- Books* and magazines
- Weapons and fixed blade knives
- Cell phones

Turn any of these items that you brought with you in to your Team Leader, who will store them securely until the end of Quest. If you are found to have any contraband, it will be confiscated and appropriate consequences will be assigned.

*Books can be approved by your Group Leader

FREE TIME

You will have some time available to engage in activities of your choice. This time is valuable and you should be careful to avoid wasting it.

- Complete all your responsibilities (cleaning, memory work, journal, laundry, etc.) before engaging in your own activities.
- Your Team Leader needs to know where you are at all times, so if you wish to participate in activities outside your dorm, check with your TL first.
- Wrestling and/or sparring is not allowed
- You must stay at your group's dorm and may not visit other groups' dorms unless you receive permission from both group leaders.

DORM ROOMS/CLEANING

You need to keep your room, bathroom and living areas neat and clean. Use your assigned drawers and closet space in your dorm room for storing your clothes and gear. The dorms are subject to inspection at any point.

You must sleep in your assigned bed during Quest.

Personal and Team Area Standards

- Beds should be made neatly every morning.
- Bedroom and living area floors should be kept clean.
- All sinks and counters in the bathroom should be cleaned.
- Mirrors should be cleaned any time they are dirty.
- Shower floors must be dried, cleaned and sanitized every day.
- Soaps and shampoo may be kept in the showers, provided they remain neat and clean and are clearly marked with their owners' name.
- The bathroom floor should be swept and mopped when dirt or scum accumulates.
- All trash cans must be emptied when trash piles up to the brim of the can.
- Toilet paper should be kept stocked.
- Shoes should be kept clean and stored under the bed.
- Store dirty laundry neatly in the designated area.
- Clean clothing should be kept neatly folded or hung up.



- Wet or excessively dirty clothing should be hung to dry on the drying racks outside. Excessive dirt should be knocked off, and then the item can be washed.
- Store all toiletries neatly. They should not be left in the bathroom.
- All personal gear should be labeled. This includes both clothing and equipment.

JOURNALING

Journaling is a way for us to think through what we did each day and to remember what God has done for us in the past.

You will be required to keep a daily journal. Each day, you must fill out each section of the journal page and have it verified by your Team Leader. Following is a guide to the different sections found on each page.

- **Daily Journal:** A place to record the happenings of the day and anything of note to be remembered or passed along for others to see.
- **Extra Notes (Optional):** Any other information that you want to remember
- **Chapel/Personal Devotions:** A space to record insights from sermons, Bible studies, group devotionals, daily devotions, and so forth.

MEMORY WORK

Each week, you will be expected to complete the assigned scripture memory work. It is recommended that you work on it each day of the week.

CLOTHING

Quest Daily Uniform

This uniform will be worn for all indoor sessions and meals at the dining hall.

- A black polo with the Quest logo, always tucked in.
- Khaki shorts or pants (style may vary depending on activity) with a belt.
- Appropriate shoes with socks

Outdoor/Work Uniform

This is for when you are at an outdoor session or on a hike.

- T-shirt
- Khaki pants/shorts that you don't mind getting dirty
- A belt
- Appropriate shoes with socks

PT Uniform

- PT shorts
- T-shirt or sleeveless shirt
- Socks and shoes

Dress Clothes

Wear dress clothes on Sunday for chapel.

- Dress shirt, tucked in
- Nice slacks with a belt
- Dress shoes with dark socks

A minimum of a pair of shorts must be worn at all times.

Jewelry must be approved by leadership.



LAUNDRY

Laundry facilities are provided so that you may wash your clothes on a regular basis. In order to show courtesy to others, please adhere to the following guidelines:

- All items entering washer need to be CLEARLY LABELED with the owner's name. You are responsible to keep track of your own gear.
- All dirty laundry must be washed with laundry soap and the provided sanitizer.
- No laundry (clean or dirty) may be left sitting outside of a machine.
- Wet laundry from a washer must either remain in the washer or be immediately placed in a dryer. It is not to be left sitting on top of another appliance or in a basket on the floor.
- Clean laundry must be returned to the correct room upon completion of washing and drying.

HYGIENE

- You must shower with soap, shave (if necessary), brush your teeth, and use deodorant every day.
- Facial hair is prohibited.
- Keep your fingernails trimmed.

COMMUNICATION

Phone Calls

You will be given the opportunity to call home at least once a week. When on the phone, you must stay within the dorm area.



Mail

All mail and email will be delivered each day Monday through Friday, schedule permitting. You may receive letters and packages at the following address:

**Quest – Attn: Student’s Name
One Academy Blvd.
Big Sandy, TX 75755**

You may receive emails at the following address:

student@questmanhood.com

- **The name of the student must be in the subject line.**
- Reply to emails that you receive by postal mail.
- You may not communicate with single women outside your family during your time at Quest.
- You are not allowed to receive any magazines or catalogs.
- Put your stamped mail in the platoon mailbox.

DINING ROOM PROCEDURES

Wait to be dismissed before going through the food line. Remember to use proper manners in the food line.

Students must sanitize their table after they finish their meal. Each team is responsible for their own table.

STORE POLICY

Your team will be assigned a day in a rotation to go to the ALERT Store. The store does not allow any outside bags/backpacks to be brought inside.



MEDICAL POLICY

Any medications you have must be turned in to leadership. Students are not allowed to have any medications except for asthma inhalers and epinephrine auto-injectors.

The Quest Medic will dispense prescription and over the counter medications as needed/prescribed.

If you have an emergency, feel sick, or know of someone else that is injured or sick, let your leader know immediately.

RUNWAY

The runway is active. Walking on the runway is not permitted. Be sure to look both ways, on the ground and in the air, before crossing the runway.

LOST AND FOUND

You are responsible to return items that have been misplaced or lost by another person. Turn in any lost item that you find to your Team Leader. If you lose something, report it to your Team Leader. Please realize that lost and found may cost something to reclaim before the end of Quest.

NON-COMPLIANCE

Failure to follow these guidelines or the instructions of your leadership will result in appropriate corrective discipline.