



# ***MEN'S RESTORATION***

## Program Handbook

### **OUR MISSION**

Sharing God's love through intentional relationships for the restoration of a brokenhearted world.

Victory Mission + Ministry  
Men's Restoration Program  
1610 N. Broadway Ave.  
Springfield, Mo. 65803  
(417) 864-2213

Director of Restoration - Mark McKnelly  
mmcknelly@victorymission.com  
(417) 429-8294 (call or text)

Men's Chaplain Apprentice - Cody Woodard  
codywoodard@victorymission.com

**Restoration** at Victory Mission  
PROGRAM HANDBOOK

<b>1. WHAT IS RESTORATION AT VICTORY MISSION?</b>	<b>4</b>
1.1 PROGRAM SUMMARY	4
1.2 WHO IS THE PROGRAM FOR?	5
1.3 OVERARCHING PRINCIPLES	5
1.4 CRITERIA FOR PARTICIPATION	6
<b>BASIC RESPONSIBILITIES</b>	<b>6</b>
1.5 ACCOUNTABILITY	7
1.6 PERSONAL APPEARANCE	7
1.7 RESIDENTIAL CURFEW & SLEEP POLICY	8
1.35 CLOTHING VOUCHER	8
1.8 UNEXCUSED ABSENCE	8
1.9 OUTSIDE APPOINTMENTS	8
1.10 DORM ROOMS	9
1.11 COMMON AREAS	9
1.12 VISITORS	9
1.13 PERSONAL PROPERTY	9
1.14 MISCELLANEOUS RULES	10
<b>1.15 DRUG / ALCOHOL USE</b>	<b>10</b>
1.16 TOBACCO & VAPORS	10
1.17 PROFANITY	10
1.18 CONDUCT	10
<b>1.19 SAFETY &amp; HEALTH</b>	<b>11</b>
1.20 FINANCIAL POLICY	11
1.21 FOOD	11
1.21.1 FOOD STAMPS (EBT BENEFITS/SNAP)	12
1.22 KITCHEN	12
1.23 SEXUAL HARASSMENT	12
1.24 MAIL & GIFTS	12
<b>1.25 TRANSPORTATION</b>	<b>13</b>
<b>1.26 COUNSELING</b>	<b>13</b>
1.27 VOLUNTEER ASSIGNMENTS	13
1.27.1 WAREHOUSE (VOLUNTEER ASSIGNMENT)	13
1.29 MEDIA & TELEVISION	14
1.29.1 CELL PHONES	14
1.30 OVERNIGHT PASSES	14
1.31 ADDITIONAL GROUNDS FOR REMOVAL	15
1.32 ROMANTIC RELATIONSHIPS	15

***Restoration*** at Victory Mission  
PROGRAM HANDBOOK

<b>PROGRAM STRUCTURE</b>	<b>16</b>
<b>3. PHASE 1</b>	<b>16</b>
3.1 6 WEEK SOUL DETOX	16
3.2 PHASE 1 WEEKLY SCHEDULE	16
3.4 PHASE 1 BENCHMARKS	17
<b>4. PHASE 2</b>	<b>18</b>
5. PHASE 3	20
<b>6. PROGRAM RE-ENTRY</b>	<b>20</b>
<b>7 RESTORATION POLICIES</b>	<b>21</b>
<b>7.1 ROMANTIC RELATIONSHIPS</b>	<b>21</b>
7.2 GRIEVANCE POLICY AND PROCESS	21
7.3 RESIDENTIAL SUPERVISION	22
<b>7.4 NON-DISCRIMINATION POLICY</b>	<b>22</b>
7.5 GRIEVANCE POLICY AND PROCESS	22
<b>7.6 MEDIA RELATIONS POLICY</b>	<b>22</b>
<b>7.8 HOME PLANS &amp; COURT STIPULATION</b>	<b>22</b>
<b>7.9 CELEBRATIONS</b>	<b>23</b>
<b>7.10 TOXIC CHARITY</b>	<b>23</b>
<b>7.11 PROGRAM CHANGES</b>	<b>23</b>
<b>7.12 SUICIDE AND SELF HARM</b>	<b>23</b>
<b>7.13 PEST CONTROL POLICY</b>	<b>24</b>
<b>COVENANT</b>	<b>25</b>

***Restoration*** at Victory Mission  
PROGRAM HANDBOOK

## 1. **WHAT IS *RESTORATION* AT VICTORY MISSION?**

***Restoration*** is a 12-18 month Christ-centered residential rehabilitation and discipleship program designed to transform men's lives through a wholistic approach to developing spiritual, relational, personal, vocational and financial areas of life.

### **1.1 PROGRAM SUMMARY**

In PHASE 1 the Participant...

- Resides in 6-8 bed dorm rooms at Victory Shelter for Men
- Attends a minimum of 4 program classes or church services per week
- Volunteers at least 20 hrs weekly, and performs scheduled chores
- Completes 12 weeks of classes and attends 12 group devotions per week
- Meets with a Phase 3 Mentor weekly
- Meets with Licensed Professional Counselor (LPC) as directed by chaplains
- Reports all income and expenses (approval required for purchases over \$100)
- Attends worship weekly and chooses a Home Church by Phase 2
- Meets wholistic benchmarks before moving to Phase 2 (estimated 3-4 months)

In PHASE 2 the Participant...

- Resides in 6-8 bed dorm rooms at Victory Shelter for Men
- Begins full-time work (only 1st shifts allowed, and no more than 50 hrs p/wk)
- Follows 10-20-30-40 Financial Policy (see details in 2.13 below)
- Attends at least 5 group devotions per week, and performs scheduled chores
- Invests in Home Church through worship, classes, mentoring, serving and giving
- Meets with Church Mentor weekly and Counselor monthly
- Meets wholistic benchmarks before moving Phase 3 (estimated 3-5 months)

In PHASE 3 the Participant...

- Resides in off-campus housing for \$400-450 p/mos (utilities/trash included)
- Continues full-time work (only 1st shifts allowed, and no more than 50 hrs p/wk)
- Verifies budget adherence and meeting savings goals monthly
- Deepens involvement in Home Church and meets Church Mentor weekly
- Invests in Phase 1 & 2 men by mentoring or attending devotions weekly
- Meets with Counselor monthly
- Meets wholistic benchmarks and must transition out with chaplain's blessing

Phases 1 & 2 are approximately 6-9 months, Phase 3 is 6-12 months. The program focuses on completing wholistic benchmarks, not just remaining a period of time. Phase 3 Housing is a crucial season in the program because those going through at least a year of structured and accountable programming produce higher success rates of long-term restored living.

***Restoration*** at Victory Mission  
PROGRAM HANDBOOK

## **1.2 WHO IS THE PROGRAM FOR?**

This program is for men seeking to overcome life controlling issues, including but not limited to; addictions, codependency, unhealed hurts, criminal thinking, generational poverty, hopelessness, etc through a Christ-centered approach that focuses on faith.

- Men with violent offenses will be considered on a case by case basis.
- Unfortunately the program is not a good fit for men who suffer from extreme mental illness due to the lack of resources, medical staffing, and program framework to meet those specific needs.
- Unfortunately the program is not a good fit for men with learning disabilities that would hinder their success in the many formational classes required.
- Unfortunately the schedule and activities as well as lack of medical staffing make it not a good fit for those with significant physical and/or medical limitations.
- Unfortunately the program is not a good fit for men in treatment court due to the amount and conflicting schedules of requirements in both programs.
- Unfortunately the program cannot receive registered sex offenders due to being near an elementary school.
- Unfortunately the program does not allow medically assisted treatment.
- Unfortunately, the nature and purpose of the program does not work in conjunction with having or pursuing Social Security or Disability benefits.

## **1.3 OVERARCHING PRINCIPLES**

- The program itself is not a “cure” for life-controlling issues.
- Life-controlling issues can be overcome when the power of God meets the participant’s faith and willingness to surrender to Him and a restorative process.
- There is hope for lifelong restoration.
- The chaplains and staff involved in the care of the Participant will maximize opportunities to engage in intentional relationships and promote wholistic rehabilitation and development.
- Participants are treated with respect and dignity at all times.
- Participants are treated in a nonjudgmental and supportive manner.
- Participants are required to choose and be involved in a Christian ‘Home Church’.
- Participants however are not required to ‘convert’ to Christianity.
- Participants are treated with due consideration for individual background, culture, disability status, vulnerabilities, and strengths.

***Restoration*** at Victory Mission  
PROGRAM HANDBOOK

## **1.4 CRITERIA FOR PARTICIPATION**

Participants in the program must fit within ALL three of these descriptive categories to benefit from the restorative process;

- **READINESS:** Participant has become fully aware of his inability to maintain a stable life and healthy relationships due to life-controlling issues (see list above), and desires to overcome those issues or patterns and be restored to God's designed and desired purpose for his life.
- **WILLINGNESS:** Participant has a deep desire to make dramatic changes, exhibited by the self awareness and humility it takes to be completely honest about how uncontrollable life has become without help, and commitment to sacrifice temporary freedoms, preferences, comforts and desires for the sake of experiencing long-term restoration.
- **CAPACITY:** Participant has the mental ability to participate educationally in environments where learning is taking place about sometimes difficult topics and material. Also, the emotional ability to relate in healthy ways with both program leaders and fellow participants, to get to the root causes of his life-controlling issues. And finally, the physical ability to participate in the required schedule and activities of the program.

## **BASIC RESPONSIBILITIES**

Participants in the program are required to complete these routine responsibilities;

- Make bed daily.
- Keep the personal area around his bed clean daily.
- No leaving of trash or personal items in common areas.
- Respect all VM policies on designated smoking areas.
- Participate in scheduled classes, groups, assignments, events, etc.
- Come to classes, devotions and assignments fully prepared to participate.
- No phones or devices allowed in classes or devotions.
- No getting up and/or leaving classes/devotions (unless excused for medical or other reasons).
- Must wear program lanyard/badge at all times on VM assignments and/or properties.
- Participate in chores as posted and/or assigned.
- Follow the direction of authority (VM Chaplains, VM Staff, and RS Team).
- Chaplains must approve all overnight, late & work passes in all phases.

***Restoration*** at Victory Mission  
PROGRAM HANDBOOK

## **1.5 ACCOUNTABILITY**

In becoming a part of the Restoration community, participants learn to build genuine friendships by learning how to relate to one another in healthy, life-giving ways. Participants are expected to participate in all aspects of the community. Accountability is a strong component of Restoration. The health of the program is dependent on the words, actions, and attitude of each participant. In order to maintain a positive culture, it is imperative that participants keep each other accountable.

- Participants are expected to know the rules and restrictions of each phase of the program as outlined in the handbook
- Participants cannot let one another break rules
- Participants are expected to report an instance of rules being violated
- Failure to report an incident is a conspiracy of silence and is taken very seriously

When a man becomes a father and a husband, his actions and decisions affect the family as whole. If he were to make a bad decision, his family would suffer for it. In the Restoration community, we practice a similar model. If policy is deviated from, whether by one person, or by the entire program, discipline may be issued to everybody in the program. This is to experience the weight of a wrong choice affecting the community.

## **1.6 PERSONAL APPEARANCE**

Participants are expected to attend to personal hygiene and appearance through;

- Regular showers.
- Washing and combing hair.
- Brushing and flossing teeth.
- Applying deodorant.
- Wearing clean clothes.
- Wash hands regularly, including before and after meals.
- Dressing appropriately for Volunteer Assignments and at all times when outside of the Restoration program area.
- Dressing in shirts and pants (or shorts) and shoes when out of bed/dorm room.
- Clothing or printed material depicting rebellion, drug use, pornography, cursing, or alcohol will not be allowed on the property.
- Not wearing ‘sagging’ clothes of any kind.

## **1.7 RESIDENTIAL CURFEW & SLEEP POLICY**

- The curfew daily is to be in the program area by 10:00 PM.

***Restoration*** at Victory Mission  
PROGRAM HANDBOOK

- In bed and lights turned off by 10:30 PM.
- Phones must be checked in by 9:30 PM and may be checked out at 6:30 AM (or 30 minutes before leaving for work).
- Lights will be turned back on at 6:00 AM Monday - Saturday.
- Must be up and out of bed by 6:30 AM Monday - Saturday.
- No ‘day sleeping’ from 6:30 AM - 9 PM (unless approved due to VA/work).
- Schedule is subject to change and the most recently posted one(s) will be enforced.

### **1.35 CLOTHING VOUCHER**

Immediately upon entry into the Restoration Program, participants are issued a clothing voucher by Victory Mission staff or Residential Supervisor. Clothing vouchers are to be used by participants coming from DOC, or other circumstances where they don't have enough clothes. Clothing issued from the warehouse should be considered only on an “as needed” basis, and only used if a participant truly needs clothes. Abuse, manipulation and fraudulent use of the voucher system is considered a serious offense.

### **1.8 UNEXCUSED ABSENCE**

Upon return from an unexcused absence, participants will be asked to take UA/BA tests. Refusal or a positive test will result in disciplinary action & possible removal.

### **1.9 OUTSIDE APPOINTMENTS**

When you have an appointment taking place during any scheduled Volunteer Assignment (VA) or program requirement our Residential Supervisor (RS) overseeing VAs needs to give approval. Also your name and time expected to be gone is to be put on the calendar on the bulletin board in the Common Area (CA). Participants must notify their VA Supervisor and the RS of VAs as far in advance as possible. Every effort should be made to schedule appointments at times that don't conflict with VAs or program requirements. Program requirements are priority to schedule over VAs.

### **1.10 DORM ROOMS**

- Participants may not enter another Participant's dorm room unless invited.
- Rooms must be kept clean at all times and may be inspected daily by RS's.
- Participants may have up to 2 personal bags that close and fit securely under bed.
- Personal items must fit inside the allowed wardrobe, bags, shelves and drawers.



***Restoration*** at Victory Mission  
PROGRAM HANDBOOK

- Do not use unoccupied beds, wardrobes, drawers and totes as extra storage.
- Items left by Participants will be held for 3 days, then donated to VM warehouse.
- Absolutely NO open food or drink items/products are allowed in the dorm rooms.
- Dorm rooms and common areas must meet fire code standards at all times.
- Laundry must be done once each week and when scheduled per dorm room.

### **1.11 COMMON AREAS**

- Common areas should be viewed as sacred ground and utilized with respect.
- No personal items should be on the tables except during classes and devotions.
- No food is allowed during classes/devotions, no food/drink is allowed unattended.
- Common areas should be kept clean at all times. (chairs pushed in, tables wiped clean, games, bibles, etc. picked up and put where they belong)
- Failure to adhere to these guidelines is grounds for disciplinary action.

### **1.12 VISITORS**

- Participants must acquire prior approval from a Chaplain for all visitors.
- Participants and their visitors can meet in the CA or a designated meeting room.
- No visitors are allowed in dorm rooms or hallway areas.

### **1.13 PERSONAL PROPERTY**

- No flammable objects, such as candles, incense, or fireworks are allowed.
- No weapon of any kind: knives, guns, or other weapons are allowed at Victory Shelter (VS), knives must be kept at VS front desk.
- No pornographic media is allowed in any form (on devices or in print).
- All media content must be no higher than PG-13 and may not contain nudity.
- No selling or trading of personal items (including food stamps or benefits).
- No borrowing money or gambling. (including card games and the lottery).
- Personal devices are permitted with the use of headphones.

### **1.14 MISCELLANEOUS RULES**

- No horse playing, wrestling, or running in the building (cost of any injuries or damage to property will be the sole responsibility of those involved).
- Any physical altercations towards staff, participants or other residents may result in disciplinary action, including removal, and potentially legal action.

***Restoration*** at Victory Mission  
PROGRAM HANDBOOK

### **1.15 DRUG / ALCOHOL USE**

- Drug or alcohol use will result in disciplinary action and potentially removal.
- Using or possessing inhalants is not allowed.
- Using CBD or Kratom is not allowed.
- UA/BA tests are administered at the discretion of VM staff, Chaplains, or RS.
- Any prescriptions considered controlled substances must be reported to and approved by Chaplains.
- All prescription drugs must be listed and kept at the VS front desk.

### **1.16 TOBACCO & VAPORS**

No tobacco (chew, cigarettes, snuff, etc) or vapors, are permitted in the Victory Shelter building or near the entrances/doors. Smoking is allowed in the Restoration Prayer Garden area only. If a Participant is caught smoking in non-designated areas, disciplinary action may be taken, including possible removal. Absolutely no smoking in front of or around the outside of the building. Rolling of cigarettes is not permitted in common areas but is permitted during personal time and must be done in the dorm rooms, any mess made must be cleaned up by the Participant. Cigarettes and other tobacco products and devices must be kept hidden except in dorm rooms and prayer garden.

### **1.17 PROFANITY**

Profanity and abusive language is not tolerated and appropriate action will be taken, including potential disciplinary action and possible removal from the program.

### **1.18 CONDUCT**

There is zero tolerance of physical abuse, or bullying. A Participant may be dismissed from the program if he continually disobeys authority. Also removal may occur if he makes little to no attempt to work the program, is a bad influence on other participants, divisive, abusive, disrespectful, and/or belligerent.

### **1.19 SAFETY & HEALTH**

- Illness resulting in missed program requirement(s) must be reported to the RS of VAs and any supervisor(s) where the Participant is serving.
- Participants who are missing program requirements due to illness must remain in their rooms except for meals (including smoke breaks).

***Restoration*** at Victory Mission  
PROGRAM HANDBOOK

- Seek an RS or VM staff if you experience a serious health concern, and if necessary call 911 (Victory Shelter does not have medically trained staff).
- 911 should only be called in the event of a life-threatening emergency.
- The ER is to be avoided for non life-threatening health issues.
- Non life-threatening health issues should be reported to the RS Team and Chaplains and directed to healthcare providers in the order below.
  - MSU Care (417-837-2270) is available to anyone 18-64 years of age without health insurance and below a poverty level of income for no charge.
  - Victory Shelter (417-864-2235) has a volunteer doctor on-site at different times of the year to anyone in need of PCP type of needs for no charge.
  - Jordan Valley Community Health Care (417-831-0150) is a discounted provider for those with low to no income charging \$25-45 standard visit fee.
  - Walmart Care (417-886-2219) is a basic walk-in clinic that can treat most minor ailments or injuries for a \$100 standard visit fee.
  - Cox Health Urgent Care (417-269-9812) is a good alternative to the ER for health issues that cannot wait for doctor's offices and clinics to be open.

## **1.20 FINANCIAL POLICY**

Participants must disclose if they are receiving money from private sources, food stamps, SSI, SSD, settlements, or any other source. Financial assets and property must be reported to the Chaplains and RS Team at intake, along with any amount of money he is in possession of, or is being held in a banking institution, or any outside party. Phase 1 Participants are required to have their money kept by VM in a secure place at no charge to the Participant. Phase 2 and 3 Participants must have savings accounts and provide verification monthly of the balances of money being saved.

## **1.21 FOOD**

Participants will be provided breakfast daily, and lunch and dinner Monday through Friday (most weekend meals are provided, but subject to availability). Participants are permitted to have food in the pantry, but are not allowed to have more food than can be consumed within one week. Food must be marked with the owners' name and the date brought in, it also must be confined to the assigned container. In the shelf area each person has an assigned container and is able to keep larger items above their box. Food and drinks are not allowed to be consumed in dorm rooms at any time for any reason. Weekly, with notice, all unmarked food will be donated or discarded.

***Restoration*** at Victory Mission  
PROGRAM HANDBOOK

### **1.21.1 FOOD STAMPS (EBT BENEFITS/SNAP)**

Participants are restricted from applying for or having food stamps while in any phase of the Restoration Program. As a faith-based program, we believe that it is healthy for the men to understand the difference between wants and needs. In Phase 1 and 2 of Restoration, all of the Participants' basic needs are met. Freshly cooked and catered food is provided. There is no practical need for government assistance, and food stamps are intended for people who are in a crisis season of food insecurity. Being a non-profit, we owe it to the state and to taxpayers not to advocate the use of unnecessary government benefits.

### **1.22 KITCHEN**

Participants are not allowed in the kitchen where the meals are prepared and served, unless they are on the kitchen team or asked to be in there by VM Staff or Chaplains.

### **1.23 SEXUAL HARASSMENT**

There is no tolerance for sexual harassment of any participant, resident or staff. Sexual harassment is intimidating, an abuse of power, and is inconsistent with our mission and the laws of our country. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment may result in discipline, including removal and/or legal action.

### **1.24 MAIL & GIFTS**

Each Participant may send and receive mail. During Soul Detox only one piece of mail per week per contact is allowed. VM Staff and Chaplains reserve the right to inspect all envelopes and packages. Gifts sent to, or purchased for, a Participant must not violate existing policy on dress, contraband, or prohibited articles.

### **1.25 TRANSPORTATION**

In order to assist Phase 1 and 2 men in their Restoration, Victory Mission does permit the use of its vehicles to and from legal and medical services within Springfield city limits. Exceptions are rarely made, and only with Chaplain approval.

### **1.26 COUNSELING**

In Phase 1 Participants are required to meet with a Victory Mission Counselor twice and then the Counselor and Chaplains will evaluate each individual's need for additional

***Restoration*** at Victory Mission  
PROGRAM HANDBOOK

counseling through Phase 1. In Phase 2 and 3 Participants are required to attend an individual appointment once a month.

## **1.27 VOLUNTEER ASSIGNMENTS**

Victory Mission utilizes Volunteer Assignments (VA) and serves as an integral part of Phase 1 of this program. VAs allow Participants to be a part of something bigger than themselves through serving others, building essential skills for future workplaces, in some cases learning job and technical skills, and experiencing increased self-worth. Phase 1 Participants are placed in a VA by RS or Chaplain and serve at least 20 hours each week.

### **1.27.1 WAREHOUSE (VOLUNTEER ASSIGNMENT)**

Victory Mission manages an off-site warehouse that many of the Restoration participants will serve at for their Volunteer Assignment. Victory Mission has implemented policies in order to discourage participants from stealing from the warehouse. Stealing from the warehouse is defined as any of the following

- Intentionally or unintentionally leaving the warehouse with any item that they did not show up with.
- Fraudulantly or manipulating the clothing voucher issued to participants by Victory Mission staff upon their arrival to supplement their clothing needs.
- A participant that fails to report a theft that they witnessed, or that assisted in a theft by another participant will be considered guilty of theft.

In the event that a theft is committed by any participant as defined above, the participant will be subject to the following disciplinary action:

- Participant may be dismissed from the program
- If the participant is on supervision, the participant's parole / probation officer will be immediately notified
- Participant will be asked to personally apologize to other participants, warehouse manager, and Victory Mission leadership.
- Participant will be placed on a minimum of 2 weeks soul detox and may have the current program phase extended as well
- Further assignment, or other disciplinary action may be taken outside or inside the program, and turn it into a Chaplain or the RS Team.

## **1.29 MEDIA & TELEVISION**

It is the philosophy of this program that rehabilitation and development in a Participant's life is at least delayed, most times derailed, by the regular distraction of consuming

***Restoration*** at Victory Mission  
PROGRAM HANDBOOK

media. During the 6 months of Phase 1 & 2 we believe it is crucial to allow as much undistracted time as possible for the Participant to work on his underlying and core issues that have led to life controlling issues and could lead to relapse in Phase 3 or after program completion. Therefore no TV's or monitors/screens larger than a personal phone or tablet device are allowed in dorm rooms. TV's are in common areas and use of them follows this schedule;

- Monday - Friday
  - during breakfast for 30 minutes (news only).
  - during and after dinner for 30 minutes (news only).
- Saturday no longer than 4 hours total.
- Sunday no longer than 2 hours total (not to be on until after 12:00 PM).
- TV can only be on after completion of all chores, then only until 10:30 PM.
- Times to be monitored by RS's and subject to change by Chaplains at any time.

### **1.29.1 CELL PHONES**

The ownership and possession of personal electronic communications devices is restricted in Phase 1, in an effort to promote personal, spiritual growth while eliminating outside distractions. All cell phones will be closely monitored for pornographic content, inappropriate conversations, and excessive gaming or other unedifying material and may be restricted at any time by Chaplains.

### **1.30 OVERNIGHT PASSES**

Considering Participant's progress and the environment he would be going into, Overnight Passes are made available. Overnight Passes will be given at the Chaplain's discretion and on the schedule below. Holidays may be given special consideration.

- Phase 1: Wks 1-12 = No passes
- Phase 2: Wks 13-24 = 2 passes
- Phase 3: 1 pass per month

### **1.31 ADDITIONAL GROUNDS FOR REMOVAL**

- Disorderly conduct including anything immoral, indecent, inappropriate sexual behavior, racial slurs, violence, profanity, obscene or threatening language.
- Engaging in acts of theft, sabotage, vandalism and unauthorized use of Victory Shelter documents, equipment or property.
- Spreading rumors, making remarks or displaying a negative attitude toward VM Staff, Chaplains, and/or fellow Participants.

***Restoration*** at Victory Mission  
PROGRAM HANDBOOK

- Falsifying information on admission application or any other documentation.
- Using their discernment Chaplains may dismiss Participants at their discretion for other reasons not listed above.

### **1.31.1 CONTACT WITH DEPARTED PARTICIPANTS**

- In the event that a participant is removed from or voluntarily leaves the program against the blessing of Victory Mission leadership, it is strongly encouraged that current participants restrict ongoing personal relationships with them. It can be assumed that said participant isn't making healthy restorative decisions for his life, and therefore, not a positive influence.
- In every instance, program staff and Victory Mission leadership can ban contact completely from any person who is deemed to be a detriment to his own life, or to those around him through the choices that he is making.

### **1.32 ROMANTIC RELATIONSHIPS**

Restoration completely restricts romantic relationships in Phases 1 & 2 of the program. During Phases 3 we will consider romantic relationships providing the woman meets with our Victory Mission Women's Chaplain and following that meeting the Men's & Women's Chaplains deem the relationship to be healthy and boundaries are in place. Therefore we reserve the right to restrict any romantic relationships in all 3 phases in such cases that Chaplains deem that relationship to be interfering with participation in the program and the participant's restorative progress. Pre-existing marital and other long-term relationships will be restricted for Phase 1 but then may be approved following the above process and some phasing in of a contact schedule allowed in Phase 2.

- Victory Mission identifies any *private* and *person* contact with any member of the opposite sex that is not related by blood as a romantic relationship. Contact of this kind is prohibited, without exception.

## **PROGRAM STRUCTURE**

### **3. PHASE 1**

Phase 1 is the initial 3-month Restoration process. Phase 1 is composed of high levels of accountability and structure. The first 6-weeks of Phase 1 is the Soul Detox period,

**Restoration** at Victory Mission  
PROGRAM HANDBOOK

outlined below. During Phase 1, participants will begin and complete many of the core classes, participate in mentoring by a Phase 3 participant, choose a home church, volunteer with Victory Mission, and engage in community impact events.

### 3.1 6 WEEK SOUL DETOX

We believe just as the body needs a period of time to detoxify from the physical impact that abusing drugs and alcohol has on a person, that a similar process of detoxification is needed spiritually, relationally and emotionally. To create that experience and through it build a foundation for restoration the Participant will be restricted for 6 weeks from;

- Contacting anyone outside of the VM staff and restoration program (unless approved by Chaplain).
- Spending any money, unless approved by Chaplain team.
- Having possession of or easy access to any money.
- Personal electronic devices (including phones, tablets, music players, etc).
- Accessing the internet (for use of social media, messaging, entertainment, etc).
- Leaving the Restoration Area without someone off restriction (“program buddy”).
- Overnight and Phase 1 Work Passes (unless approved by Chaplain).

And are required for the 6 weeks of Soul Detox to;

- Attend a total of 4 night services or night classes in combination per week.
- Report any money received from any source

### 3.2 PHASE 1 WEEKLY SCHEDULE

Below is the Phase 1 Participant’s schedule, and is subject to change without notice:

<u>TIME</u>	<u>MON-FRI</u>	<u>SAT</u>	<u>SUN</u>
<b>6-7 AM</b>	Breakfast	Breakfast	Breakfast
<b>7:00-7:30 AM</b>	Group Devotion	Group Devotion	Personal Time
<b>8 AM-12 PM</b>	Volunteer Assignments	Personal Time	Attend Worship
<b>12-1:00 PM</b>	Lunch / Personal	Lunch /Personal	Lunch / Personal
<b>1:00-3:15 PM</b>	Classes & Program Work	Personal Time	Personal Time
<b>3:30-4:30 PM</b>	Chaplain Check-in	Personal Time	Personal Time
<b>5-7 PM</b>	Dinner / Personal	Dinner / Personal	Dinner / Personal
<b>6-8 PM</b>	Classes	Classes	Classes
<b>8-8:30 PM</b>	Group Devotion	Personal Time	Group Devotion
<b>8:30-10 PM</b>	Chores / Personal	Chores / Personal	Chores / Personal



**Restoration** at Victory Mission  
PROGRAM HANDBOOK

<b>10 PM</b>	Curfew	Curfew	Curfew
<b>10:30 PM</b>	Lights Out	-	-
<b>11:00 PM</b>	-	Lights Out	Lights Out

### 3.4 PHASE 1 BENCHMARKS

During Phase 1 the Participant will check in with his Chaplain in the 6th and 12th week to measure progress in the 5 holistic areas of his life (see 1.31 below). Restoration Chaplain and the Program Counselor will evaluate his progress and consider approval for transition to Phase 2 programming requirements and entry into the workforce. No overnight or graveyard shift jobs will be allowed in Phase 2 or 3 of Restoration. For a review of the details on the transition from Phase 1 to Phase 2 refer to ‘1.1 Program Summary’.

### 3.5 PHASE 1 AFTER SOUL DETOX

After ‘Soul Detox’, the participant may choose to engage in certain activities; however, the participant will be accountable to his Restoration Chaplain Team (RCT), as well as the program brotherhood. Though he may leave the program area without supervision, someone should always know where he is and how to contact him. The participant may choose to visit approved family and friends, from the approved contact list, as well as make phone calls using the Restoration land-line. The participant may choose to spend any money that he may have, if it is a necessary purchase, and reasonably priced. Participants are not allowed to spend anything over \$100 without explicit permission from the RCT.

#### Phase 1 Benchmarks by Holistic Categories

##### ***Spiritual***

- |                             |                              |                      |
|-----------------------------|------------------------------|----------------------|
| - S.H.A.P.E. Assessment (6) | - Home Church (6/12)         | - Mentoring (6/12)   |
| - AM/PM Devotions (6/12)    | - Soulwork (6/12)            | - Faith Class (6/12) |
| - Forgiveness Story (6)     | - Living Free (6/12)         | - Testimony (12)     |
| - Community Impact (12)     | - Purpose Driven Life (6/12) | - Mem. Verse (6/12)- |
| - P3 Mentoring (6/12)       | - Home Church                |                      |

##### ***Relational***

- |                           |                                     |                    |
|---------------------------|-------------------------------------|--------------------|
| - Counseling (6/12)       | - Romantic Interest / Purity (6/12) | - Healing (6)      |
| - Living w/God (6/12)     | - Within My Reach (6/12)            | - Good Dads (6/12) |
| - Purity / Devices (6/12) | - Community                         | -Romantic (6/12)   |

**Restoration** at Victory Mission  
PROGRAM HANDBOOK

***Personal***

- Driver's License (6/12)
- Education (6/12)
- Restoration Class (12)
- Vision Goals (6/12)
- Legal Issues (6/12)
- Health Coverage (6/12)
- Life Skills Class (12)
- Library Card (12)
- Vision Board (6)
- SMART Goals (6/12)
- Study Hours (12)
- Hygiene / Cleanliness (6/12)

***Financial***

- Income / Savings (6/12)
- Financial Freedom (12)
- After Phase 3 Housing (6/12)
- P2 Budget & Savings Goals (12)
- Credit Score (12)

***Vocational***

- Experience / Work Capacity Assessment (6)
- Volunteer Assignments (6/12)
- MO Job Center (6/12)
- Jobs for Life (12)

**4. PHASE 2**

Phase 2 is a very important season in the Restoration process for the Participant. While the continued class, devotion, chores, volunteering, and counseling are considerably reduced, they provide the much needed foundation and support during his transition into the workforce. He will also continue to reside in the dorms at Victory Shelter for Men and follow all of the program rules, restrictions & requirements that applied in Phase 1.

**4.1 PHASE 2 BENCHMARKS**

To ensure each Participant experiences restoration in Phase 2 a Chaplain will continue to measure progress in the 5 holistic areas of his life. There will be a check-in in the 18th and 24th week. Restoration Chaplains and the program Counselor will evaluate his progress and consider approval for transitioning into Phase 3 Housing.

Phase 2 Benchmarks by Holistic Categories

***Spiritual***

- Church Mentor
- Devotions (min 5 p/wk)
- Living Free
- Soulwork
- Personal Devotion
- Phase 2 Testimony
- Home Church

***Relational***

- Counseling
- Romantic Interests / Purity
- Good Dads
- Social Capital
- Family Relationships
- Support Network

***Restoration*** at Victory Mission  
PROGRAM HANDBOOK

- Program Presence
- The Game Plan
- Community Impact

***Personal***

- Driver's License
- Health Coverage
- WIIFM Tool
- Legal Issues
- Phase 2 SMART Goals (1 in each holistic area)-
- Library Card
- Education
- Cleanliness of Living Space

***Financial***

- Income / Savings Check-in
- P3 Budget & Savings Goals
- Credit Karma / Debt Resolution
- Active Bank Account
- After Phase 3 Housing

***Vocational***

- Job Check-in
- Jobs for Life
- 1/3/5 Year Vocational Plan

**4.2 PHASE 2 FINANCIAL PLAN (10-20-30-40)**

To provide needed structure and accountability for Restoration men in Phase 2 each Participant will be required to bring pay stub/receipt from any income and fill out the appropriate program forms. The below percentages will be calculated from the Participant's net (or take-home) pay.

- 10% - TITHE  
WHY - God asks His people to give 10% and then trust Him with the rest.  
HOW - Give directly to Home Church and be prepared to report dates/amounts.
- 20% - PROGRAM \*  
WHY - This will help provide more resources for our growing program.  
HOW - Cash/money order and completed form to front desk at Victory Shelter.
- 30% - SAVINGS  
WHY - This amount will cover initial P3 Housing Deposit/Rent.  
HOW - Cash/money order and completed form to front desk at Victory Shelter.
  - Leaving or being removed results in a 10% processing fee.
  - Participants must request savings within 14 days of leaving the program.
  - Allow 10 days for VM to process and provide savings to the Participant.
- 40% - PERSONAL  
WHY - Each participant will keep this to grow their financial responsibility.  
HOW - Keep this amount (expenditures > \$100 requires Chaplain approval).

***Restoration*** at Victory Mission  
PROGRAM HANDBOOK

\* Phase 2 Participants will begin to assume financial responsibility for their program fees at the beginning of Phase 2. After successfully benchmarking, participants will be given a week of grace to secure employment, and then program fees will begin accruing at the beginning of the second week of phase 2 at a rate of \$75 / week.

### **4.3 PHASE 2 PROGRAM REQUIREMENTS**

To promote continued spiritual growth and an ongoing life-changing experience in Phase 2, the Restoration Participant will be subject to the additional guidelines:

- Attendance of 2 weekend church services.
- Weekly Phase 2 support group held on Saturday mornings.
- Establishing and maintaining program partnerships with Phase 1 men.
- Regular “Soulwork Sit-downs” with the Chaplain overseeing Phase 2.
- Cellphones and other devices will be turned in to front desk staff by 9:30PM and may be checked back out by 6:30AM (or 30 minutes before leaving for work).

## **5. PHASE 3**

After the Participant has been evaluated and considered to have completed Phase 2 then he will enter 6-12 months of Phase 3 programming that provides additional rehabilitative and developmental participation and accountable relationships.

For a recap on the transition from Phase 2 to 3 refer to ‘1.1 Program Summary’.

- Participants will sign a Residential Rental Agreement (RRA) with VM.
- Rent is \$400-450 per month (includes utilities/trash), and is subject to change.
- Savings of \$500 must be held by Victory Mission, then 10% by the Participant.
- No 2nd or 3rd shift jobs and no Sunday morning jobs/shifts will be allowed.
- Remain committed to Home Church and meet with Church Mentor weekly.
- Will invest in Phase 1 by mentoring 2 men or attending 2 devotions weekly.
- Meet individually with the Program Counselor at least one time per month.
- Details of additional residential and spiritual requirements are in the RRA.

## **6. PROGRAM RE-ENTRY**

Participants who leave or are removed from the program may be considered for a re-entry after serving a 6 month suspension (from Phase 1 of the program Participants will start

***Restoration*** at Victory Mission  
PROGRAM HANDBOOK

Phase 1 again, if from Phase 2 or 3 of the program a personalized 6-week Re-entry Discipline & Restoration (D&R) Plan below will be offered). If drug or alcohol use has occurred then Participant may be required by Chaplains to complete an approved detox treatment and/or time on the VS Emergency Shelter). In the case he does not require or qualify for detox treatment locally and/or there was no substance abuse then he must provide a clean UA/BA. For those in the Re-entry D&R, once it is completed the Participant would be evaluated for extended time in Phase 1 or transition to Phase 2. If any Participant leaves or is removed from the program a second time he will be suspended and barred from all Victory Mission properties and services for 1 year. In addition to any personalized requirements and restrictions the standard ones are;

- Meet with a VM counselor twice per week
- Complete Search for Significance workbook and process with Counselor
- Attend all Chaplain Check-ins and AM/PM Devotions
- Enter and complete Jobs for Life and Living Free (if not previously completed)
- Enter and complete Workforce Readiness Training (if not previously completed)
- Volunteer Assignments for between 20 and 30 hours per week
- Home Church will be assigned by Chaplains
- No personal electronic devices (including phones, tablets, music players, etc).
- No accessing the internet (for use of social media, messaging, entertainment, etc).
- No romantic contact of any kind (including spouses and/or healthy girlfriends).
- No leaving the Restoration Area without ‘program buddy’ (including smoking).
- No Overnight or Phase 1 Work Passes.

## **7 RESTORATION POLICIES**

### **7.1 ROMANTIC RELATIONSHIPS**

Restoration completely restricts romantic relationships in Phases 1 & 2 of the program. During Phases 3 we will consider romantic relationships providing the woman meets with our Victory Mission Women’s Chaplain and following that meeting the Men’s & Women’s Chaplains deem the relationship to be healthy and boundaries are in place. Therefore we reserve the right to restrict any romantic relationships in all 3 phases in such cases that Chaplains deem that relationship to be interfering with participation in the program and the participant’s restorative progress. Pre-existing marital and other long-term relationships will be restricted for Phase 1 but then may be approved following the above process and some phasing in of a contact schedule allowed in Phase 2.

***Restoration*** at Victory Mission  
PROGRAM HANDBOOK

## **7.2 GRIEVANCE POLICY AND PROCESS**

It is the philosophy of Victory Mission that all people be treated fairly, whether by staff or other Participants. If anyone feels they have not been treated fairly or has a legitimate complaint, he may enter a written grievance. Each grievance will be placed in the participant's or staff member's file along with a description of actions taken.

## **7.3 RESIDENTIAL SUPERVISION**

To provide a consistently and continuously healthy environment for the men in the program to develop and be restored to lives free from life-controlling issues Residential Supervisors (RS) are selected from among the program to be peer leaders. Each RS will serve a particular role in leadership while all are given authority by Chaplains to enforce the program rules and requirements. RS's have the authority to impose Discipline and Restoration Plans that include up to 1 week of additional 'soulwork' and/or up to 3 days restriction of personal electronic devices and internet/social media/messaging activity. RS's are not allowed to remove a man from the program without Chaplain approval. The RS's are full participants and still under all of the same program rules and requirements.

## **7.4 NON-DISCRIMINATION POLICY**

***Restoration*** at Victory Mission subscribes to the Civil Rights Act of 1964.

## **7.5 GRIEVANCE POLICY AND PROCESS**

It is the philosophy of Victory Mission that all people be treated fairly, whether by staff or other Participants. If anyone feels they have not been treated fairly or has a legitimate complaint, he may enter a written grievance. Each grievance will be placed in the participant's or staff member's file along with a description of actions taken.

## **7.6 MEDIA RELATIONS POLICY**

Signing the program handbook covent below authorizes Victory Mission to:

- Record my participation and appearance on video tape, audio tape, film, photograph or any other medium.
- Use my name, testimony, likeness, voice and biographical material in connection with any media (website, social media, and printed publications, as well as, educational or promotional material).

***Restoration*** at Victory Mission  
PROGRAM HANDBOOK

- Exhibit or distribute such materials in whole or in part without restrictions or limitation for any promotional purposes which Victory Mission and those acting pursuant to its authority, deem appropriate.

## **7.8 HOME PLANS & COURT STIPULATION**

When a man applies for entrance from the Department of Corrections, County Jail and/or is stipulated to be in this program he may not leave the program side and switch to the Emergency Shelter (aka ‘free side’ or ‘1st30’) or the Transitional Shelter (aka ‘pay side’ or ‘Lodge’). The resources used within the referring entities and Victory Mission to interview, consider and accept a man for participation are significant. Men fitting these cases upon leaving or being removed from the program will therefore be suspended from Victory Shelter for Men for 60 days. Rare exceptions to this will only be considered and allowed by Chaplains on a case by case basis.

## **7.9 CELEBRATIONS**

To celebrate those successfully completing the full program as well as those transitioning from Phase 2 to 3, a Restoration Celebration will be held three times per year. Phase 3 transitions will receive recognition and a personalized study Bible while full program graduates receive recognition, a certificate of completion, and a gift card to assist in starting their restored life. Restoration Celebration times and locations are to be determined by Chaplains.

## **7.10 TOXIC CHARITY**

In an effort to move out of poverty and toward a fully restored life, we ask that the Participant does not give money or property away while in the program. This includes personal as well as Victory Mission property. Any money or property that is received from, or is being considered to be given to, anyone would need approval by a Chaplain.

## **7.11 PROGRAM CHANGES**

For the continued improvement of the restorative rehabilitation and development process Victory Mission + Ministry and Chaplain staff reserve the right at any time and as deemed necessary to change the rules, requirements, restrictions, etc of the program.

## **7.12 SUICIDE AND SELF HARM**

For the protection and consideration of every ***Restoration*** participant, Victory Mission imposes a mandatory protocol for reporting suicide or self harm. In the event that any

**Restoration** at Victory Mission  
PROGRAM HANDBOOK

participant makes mention of, threatens, or plans on hurting themselves, it becomes the responsibility of every witness to take the next right steps. When / if it is safe to do so, remove any means of self-harm from the individual's immediate surroundings (pills, weapons, etc) **IF** there is a chaplain and / or LPC on site, go directly to them as soon as possible, report the threat, and proceed with the next directive. **If there are no** chaplains or counselors on site, and one cannot be contacted immediately, call 911, and once help is on the way, proceed with attempting to contact counselor or chaplain. As always, use your best judgment in every situation. Above all, stay safe!

### **7.13 PEST CONTROL POLICY**

In an effort to minimize pests of any kind in our communal residential settings, Victory Mission imposes strict protocols in place that are to be regarded with the highest priority. Participants who arrive from any setting must keep all fabric belongings in plastic bags until they can run them through a high-heat dryer for one hour. Additionally, any clothing purchased from a store, acquired from any lender or vendor, or collected from the warehouse **MUST** be run through a dryer on high for one hour before any of it can come back to the residential area. Failure to adhere to this policy can and likely will result in severe discipline and / or dismissal from the program.

## **COVENANT**

By signing this covenant I acknowledge that I have read the entire **Men's Restoration** at Victory Mission Program Handbook, understand the rules as listed, and agree to follow them. I understand that any violation of any of the program rules or requirements will likely result in disciplinary action and potentially removal from the program and suspension from all Victory Mission properties and ministries.

Participant's Printed Name: \_\_\_\_\_

Participant's Signature: \_\_\_\_\_

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