



WOMEN'S RESTORATION

Program Handbook

OUR MISSION

**We share God's love through
intentional relationships for the
restoration of a brokenhearted world.**

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Women's Restoration at Victory Mission
PROGRAM HANDBOOK

1. WHAT IS *RESTORATION* AT VICTORY MISSION?

Restoration is a 12-18 month wholistic residential discipleship program that addresses life-controlling issues through a faith-based approach. The program starts with a 1-month initial probationary period. The program is designed to develop women in five key and wholistic areas of their life; *spiritual, relational, societal, relational, vocational, and financial.*

1.1 PROGRAM SUMMARY

Phase 1 - SOUL DETOX (Approx. 2 months)

- Resides at a Victory Mission on-campus housing
- Volunteers for Victory Mission 15-20 hrs per week
- Performs scheduled chores
- Attends 2 months of classes and assigned devotions per week
- Attend all Chaplain Checkins
- Meets with a Community Mentor weekly (provided onsite)
- Meets with a Counselor as assigned (provided onsite)
- Reports all income and money received (allowed to spend up to \$5 per week)
- Attends partner church services and chooses a “Home Church” by end of Phase 1
- Evaluated at 2 months for transition to Phase 1-PREP

Phase 1 - PREPARATION (Approx. 2 months)

- Resides at a Victory Mission on-campus housing
- Volunteers for Victory Mission 15-20 hrs per week
- Performs scheduled chores
- Attends 2 months of classes and assigned devotions per week
- Attend all Chaplain Checkins
- Meets with a Community Mentor weekly (provided onsite)
- Meets with a Counselor as assigned (provided onsite)
- Reports all income and money received (allowed to spend up to \$10 per week)
- Attends partner church services and chooses a “Home Church” by end of Phase 1
- Evaluated at 2 months for transition to Phase 2

Phase 2 - TRANSITION (Approx. 3 months)

- Resides at a Victory Mission on-campus housing
- Work full time as VM intern or approved 1st shift job (6am-6pm)
- Reports all income and money received (any spending over \$50 requires approval)
- Follows 10-20-30-40 Financial Policy (see details in 2.13 below)
- Attends 5+ devotions per week
- Performs scheduled chores

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- Invests in 'Home Church' by attending worship, a small group, serving, and giving financially
- Meets with a mentor from 'Home Church' weekly if possible, at least twice a month
- Continues meeting with a Counselor as assigned
- Meet weekly with Phase 2 Chaplain
- Attend all Chaplain Checkins (unless excused due to work)
- Finishes any remaining classes
- Is evaluated at 7 months for transition to Phase 3

In **PHASE 3** the Participant...

- Continues residing in a Victory Mission approved home, choosing from one of three residential track options based on need.
- Financial Policy changes to Phase 3 Residential Agreement Payments.
- Continues working full-time (still no 2nd or 3rd shifts)
- Saves a minimum of 10% from all 'take-home' income
- Continues same involvement in 'Home Church' as in Phase 2
- Meets with a mentor from 'Home Church' weekly if possible, at least twice a month
- Invests in Phase 1 & 2 women by mentoring and attending devotions, as assigned
- Attends group or individual counseling once a week or at least twice a month, as assigned

Phases 1 & 2 combined are approximately 6 months, Phase 3 is an additional 6-12 months. Restoration programming and phases are focused on reflecting restorative developmental benchmarks, not just a period of time. Phase 3 is a crucial phase and transition in the program because it produces higher success rates of long-term restoration for those going through at least a year of structured and accountable programming.

1.2 WHO IS THE PROGRAM FOR?

This program is for women seeking to overcome life-controlling issues, including; addiction, unhealthy lifestyles, unhealed hurts, deep grief, overwhelming circumstances, criminal history/thinking, generational poverty, hopelessness, etc.

Women entering the program will need to meet the following guidelines:

- A photo ID (with a state-issued ID in possession or in the application process if possible)
- Sobriety (preferably a clean UA for drugs/alcohol, exceptions may be made in certain cases)
- Minor mental health needs (severe or chronic mental health conditions may not be accommodated)
- No history of violent offenses (felony charges & convictions will be determined case by case)
- Capable and willing to enter and maintain long-term employment
- Ready to do "whatever it takes" for change
- Willing to engage in a faith-based restorative process

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Unfortunately, due to our limited resources, lack of medical staff, and specific programming framework, this program may not be a good fit for women:

- With extensive violent offenses (these will be considered on a case-by-case basis)
- Suffering from extreme mental illness (due to limited access to licensed mental health staff)
- Learning disabilities (due to hindering success in the many formational classes required)
- In treatment court (due to conflicting schedules of requirements in both programs)
- Registered sex offenders (due to being near a school)
- 1st-degree child endangerment charges (due to being near a school)
- Undergoing medical-assisted-treatment (due to lack of medical staff)

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.
- All staff involved in the care of the participant will maximize opportunities to promote holistic rehabilitation and development.
- Participants are treated with respect and dignity at all times.
- Participants are treated in a non-judgmental and supportive manner.
- Participants are required to find and become involved in a ‘Home Church’ of their choice so that
- Participants are not required to ‘convert’ to Christianity but must be open to a faith-based restorative process.
- Participants are treated with due consideration for individual background, culture, disability status, vulnerabilities, and strengths.

1.4 CRITERIA FOR PARTICIPATION

Participants in the program must fit within ALL three of these categories;

- **READINESS:** Participant has become fully aware of her inability to maintain a stable life and healthy relationships on her own due to life-controlling issues (see details in 1.2), has desires to overcome these issues and patterns, and she wants a life that is restored to how God designed and desires for her to live.
- **WILLINGNESS:** Participant has a deep desire to make dramatic changes, exhibiting the self-awareness and humility it takes to be completely honest about how uncontrollable life has become. She is willing to commit to sacrificing temporary personal preferences, comforts, and desires for long-term restoration.

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- **CAPACITY:** Participant has the mental and emotional capacity to participate in active educational settings. This educational setting will include some difficult topics and material. Participants need the emotional capacity to relate in healthy ways with program leaders and fellow participants and a willingness to get to the root causes of her life-controlling issues.

1.5 BASIC RESPONSIBILITIES

Participants in the program are required to complete these routine personal responsibilities:

- Make bed (daily)
- Keep personal area clean (daily)
- Complete scheduled or assigned classes, groups, assignments, etc. (daily)
- Keep phones in personal areas, outside classes/devotions
- Be present fully in all classes/devotions (unless excused for medical or other reason)
- Participate in chores as posted and/or assigned
- Follow the direction of authority (VM Chaplains, VM Staff, and/or RS Team).

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 modest clothing.
- Wash hands regularly, including before and after meals.
- Dressing appropriately for volunteer assignment tasks.
- Dressing in shirts and pants (or shorts) and shoes when out of bed and dorm room.
- Clothing or printed material depicting rebellion, drug use, pornography, cursing, or alcohol will not be allowed on the property, including dorm rooms.
- Clothing that reflects value and dignity.

1.7 RESIDENTIAL CURFEW POLICY

- 7:00 PM for Phase 1 (exception for program requirements, then 30 min from the end of them).
- 9:00 PM for Phase 2 (no exception should be needed for this curfew).
- 10:00 PM for Phase 3 (no exception should be needed for this curfew).
- In bed and lights out by 10:30 PM.
- Phones (allowed after Phase 1 period) must be silenced and put away by and after 9:30 PM.

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- Wake up and get out of bed is 7:00 AM Monday - Friday. (unless something is scheduled earlier).
- Must arrive at Volunteer Assignments (VA) on time Monday - Friday.
- No day sleeping will be allowed Monday - Friday (unless approved due to VA/work).
- Schedule is subject to change and the most recently posted one(s) will be enforced.
- A Restoration Chaplain must approve overnight, late & work passes in all phases.

1.8 UNEXCUSED ABSENCE

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

1.9 OUTSIDE APPOINTMENTS

When you have an appointment that takes place during any scheduled Volunteer Assignment (VA) or program requirement, the participant needs to get approval from a Restoration Chaplain. Your name and time expected to be gone needs to be put on the tracking board in the common area (if applicable). Participants must notify the supervisor at her volunteer assignment and staff that might be affected as far in advance as possible. Every effort should be made to schedule outside appointments at times that don't conflict with volunteer assignments or program requirements. Program requirements are priority to schedule over VAs.

1.10 BEDROOMS

- Rooms must be kept clean at all times and will be regularly inspected.
- Personal items must fit inside the assigned wardrobe space and room tote.
- Participants may have 1 suitcase/duffle bag that closes and fits securely under bed.
- Do not use unoccupied beds, wardrobes, drawers and totes as personal extra storage.
- Items left behind by participants will be held for 3 days and then sent out as donations.
- Absolutely NO open food or drink items/products are allowed in the bedrooms.
- Laundry must be washed weekly. Linens must be washed every other week.
- Bedroom trash should be taken out, at a minimum, once a week.
- Bedrooms and common areas must meet fire code standards at all times (no clutter or blocked entry/exit doors).

1.11 COMMON AREA

- Common areas should be viewed as sacred ground and utilized with respect.
- No personal items should be left on the tables.
- No food or drinks should ever be left unattended, and no food is allowed during class/devotion.

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- Common areas should be kept tidy at all times. (chairs pushed in, tables wiped clean, games, bibles, etc. picked up)
- 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. No men are allowed in the women's dorms. Any and all visitors must be approved ahead of time.
- Participants and their visitors can meet in the common areas but may not enter bedrooms.
- No visitors are allowed in dorm and/or bed rooms or restricted 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 any VM property.
- No pornographic media is allowed in any form (on devices, TVs, 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.
- No borrowing money or gambling. (including card games and the lottery).
- Personal electronic devices are permitted at appropriate times (with use of headphones).

1.14 MISCELLANEOUS RULES

- No horse playing, wrestling, or running in 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 potential of removal and/or legal action.

1.15 DRUG/ALCOHOL USE

- Drug or alcohol use will result in disciplinary action and potential removal.
- Using or possessing inhalants is not allowed (aerosol spray, chrome-based paint; paint & paint-thinner; cleaning fluid; glue; liquid paper, ect.)
- UA/BA tests will be administered at the discretion of VM staff, Chaplains, or RS.
- All prescription drugs must be reported to VM staff, kept in a secure location, and dispersed as prescribed.

1.16 TOBACCO & VAPORS

No tobacco use (chew, cigarettes, snuff, etc) or vapors is permitted in any Victory Mission building. Smoking is allowed in designated areas only during designated times only (7:00AM - 10:00PM). If a

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participant is caught smoking in non-smoking areas, disciplinary action may be taken, including possible removal from the program. Absolutely no smoking or loitering in front of the building on Commercial Street. Rolling of cigarettes is permitted during personal time only. Participants must clean up any mess that might be made.

1.17 PROFANITY

Abusive language of any kind toward staff or other participants will not be tolerated. If it happens 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 she constantly disobeys authority. Removal may also occur if she makes little or no attempt to work the program, is a bad influence on other participants, and/or is abusive, disrespectful, or belligerent.

1.19 SAFETY & HEALTH

- In a life threatening event, call 911 immediately. Address for the facility is always posted above the public phone. Ensure the entrance of emergency medical staff into the facility by appointing a participant to allow them in the building.
- Springfield Fire Department has access codes to enter the building but Police and EMS do not.
- In the event of a fire, evacuate the building immediately using the stairs/emergency exits and meet in the designated evacuation location (parking lot on the south side of the building).
- In the event there is someone trapped in the elevator, call 911 immediately and provide information
- Seek out and notify staff if you experience a serious health concern, (Victory Mission 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.
- Participants who are missing program requirements due to illness must remain in their rooms except for meals (including smoke breaks).
- Illness resulting in missed program requirement(s) must be reported to the chaplain, volunteer assignment leader, and manager where the participant is serving.
- Non life-threatening health issues should be reported to a Women's Chaplain and/or VM staff and direction received as to the best healthcare options (see some of those 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.

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- 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 income or financial gifts from private sources, food stamps, SSI, SSD, legal settlements, or any other sources. Financial assets must be reported to the Chaplain at intake, along with any amount of money a participant is in possession of or that is being held at a banking institution or with any outside party. Participants are required to put money in a savings account and provide documentation when requested of the balances of money being saved.

1.21 FOOD

Participants will be provided supplies for a light breakfast each morning. Hot lunch and dinner will be provided Monday - Friday. Participants are permitted to have food in the communal program pantry, as long as it is limited to no more food than can be consumed within one week. All food must be clearly marked with the owner's name and the date it was brought in. Any food that is not marked or excessive will be open for anyone to use. Food is not allowed to be stored or consumed in dorm/bed rooms for any reason.

1.21.1 FOOD STAMPS (EBT BENEFITS/SNAP)

While in the first two phases of the program, participants are restricted from applying for food stamps. As a faith-based program, we believe that it is healthy for women to understand the difference between wants and needs. In the first phases of Restoration, all of participants' basic needs are well met. Freshly cooked and catered food is provided for the Restoration program. There is no practical need for government food assistance. Food stamps are intended for people who are in a crisis season of food deficiency. Adequate food and housing will be made available to you through our program.

1.22 KITCHEN

Participants may use the common kitchen area for preparing and storing food. Each participant is responsible for cleaning up their own dishes and common food prep areas.

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1.23 SEXUAL HARASSMENT

There is no tolerance for sexual harassment of any participant, resident or staff member. Sexual harassment intimidating or an abuse of power. It 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, at appropriate times following their Soul Detox. 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. Mail can be sent to Victory Mission, Women's Restoration, 1715 N. Boonville, Springfield, MO 65803.

1.25 TRANSPORTATION

In order to assist Phase 1 and Phase 2 women in their Restoration, Victory Mission does permit the use of Victory Mission vehicles to and from legal and medical services within Springfield city limits. We may also provide bus passes to assist with transportation needs. Exceptions are rarely made, and only with the approval of a Restoration Chaplain.

1.26 COUNSELING

In Phase 1 participants are required to meet with a Victory Mission Counselor weekly to begin addressing root issues and trauma that often perpetuate unhealthy behaviors and addiction cycles.

1.27 VOLUNTEER ASSIGNMENTS

Victory Mission utilizes Volunteer Assignments (VA) and this 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, build essential soft skills for future workplaces, learn job and technical skills, and experience increased self-worth. Participants are placed in VA by staff assignment and will serve at least 15 hours each week during Phase 1 of the program.

1.28 6 WEEK SOUL DETOX

The first 6 weeks in the program are what we call a “Soul Detox.” We believe that just as the body needs a period of time to detox from the physical impacts of abusing drugs and alcohol, a similar process of detox is needed for the spiritual and mental impacts of life-controlling issues. To assist with the spiritual and mental detox that is needed to create a strong foundation for the restoration program,

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participants will be restricted from some forms of distractions for their first 6 weeks of the program. These restrictions include:

- Use of a smartphone (a phone is available for essential and supervised calls Mon-Fri).
- Personal electronic devices (including phones, tablets, music players, etc).
- Accessing the internet for social media, messaging, etc (unless allowed by a Chaplain and supervised).
- Leaving the Restoration areas of ministry and/or women's house without someone ("program buddy") who is off restriction/Soul Detox.
- Contacting anyone outside of the VM staff and restoration program (unless approved by Chaplain).
- Familiar people, places and things (neighborhoods, churches, family members, etc.)
- Having possession of or easy access to any money.
- Overnight and Phase 1 Work Passes (unless approved by Chaplain).
- Attend a total of 2 evening worship services per week.
- Report any money received from any source either outside or inside the program, and turn it into a Chaplain.

1.29 MEDIA & TELEVISION

It is the philosophy of this program that restoration and development in a participant's life is often derailed by regular distraction of consuming distracting media. During the 6 months of Phase 1 & 2 we believe it is crucial to provide as much undistracted time as possible for the participant to work on and reflect on underlying and core issues that have led to life-controlling issues and could lead to relapse after program completion. Therefore no TV's or monitors/screens larger than a personal phone or tablet device are allowed in the bedrooms. There is a TV in the common area that follows this schedule;

- Monday - Friday in Phase 1 - no television for first 6 weeks.
- Saturday no longer than 2 hours total (unless assigned and/or approved by a Chaplain).
- 12pm to 7 pm on weekends on 1 social media platform. (Pick one platform) in P1.
- TV can only be on, upon the completion of all chores and program work, only until 10:30 PM.
- Times subject to change by Chaplains at any time.

1.29.1 CELL PHONES

The ownership and possession of personal electronic communications devices is completely restricted during the Phase 1 period of the program. Participants in the first phase of the Restoration Program need to utilize their time in the most therapeutic and productive way possible. We find that having access to a cell phone, tablet, laptop, etc. on a constant basis is distracting to Phase 1 participants. It limits the amount of personal growth one can achieve in this very limited amount of time, providing a

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platform for temptation, distraction, and potentially destructive conversations. As a protective measure, cell phones are to be turned in to a Chaplain/Supervisor at a designated time in the evening and will be returned to participants at a designated time in the morning.

1.30 OVERNIGHT PASSES

Considering the participant's progress and environment she would be going into, Overnight Passes may be made available. All Overnight Passes will be given at the chaplain's discretion and on the schedule below. Holidays will be given special consideration.

- Phase 1: Wks 1-12 = No passes
- Phase 2: Wks 13-24 = 2 passes
- Phase 3: 1 pass per month (consecutive overnight passes are discouraged but may be considered for approval based on the participant's progress and circumstances surrounding the purpose of the time away).

1.31 ADDITIONAL GROUNDS FOR REMOVAL

- Disorderly conduct, including: anything immoral, indecent, sexually inappropriate, racial slurs, violent behavior, or profane/obscene/threatening language.
- Engaging in acts of theft, sabotage, vandalism and unauthorized use of Victory Mission documents, equipment, or property.
- Spreading rumors, making remarks, or displaying a negative attitude toward VM Staff, Chaplains, and/or fellow Participants.
- Falsifying information on admission application or any other documentation.
- Chaplains may dismiss Participants at will.

1.32 PHASE 1 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 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 participants may be required by Chaplains to complete an approved detox treatment and/or time until deemed ready to enter the restorative process again). In the case she does not require or qualify for detox treatment locally and/or there was no substance abuse then she 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

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- 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).
- No leaving the Restoration Area without 'program buddy' (including smoking).
- No Overnight or Phase 1 Work Passes.

1.33 PHASE 1 BENCHMARKS

During Phase 1 the participant will check in with her Chaplain in the 4th, 6th and 12th week to assess progress in the 5 wholistic areas (see benchmarks below). The Restoration Chaplain and the Program Counselor will evaluate her progress and consider approval for phasing up to Phase 2 of the program and preparing for entry into the workforce. No overnight or graveyard shift jobs will be allowed in Phase 2 or 3 of restoration programming. For a review of the details on transition from Phase 1 to Phase 2 in restoration, please refer to '1.1 Program Summary.'

30-Day Probationary Benchmarks (4 weeks completed)

- Readiness {Ps.34:18; Ps. 51:17} (3/4)
- Willingness {Isaiah.1:19} (3/4)
- Capacity {Isaiah 40:31} (3/4)

Phase 1 Benchmarks by wholistic Categories (6/12 weeks completed)

Spiritual

- SHAPE Assessment
- Walking By Faith
- Group Devotions
- Healing for Damaged Emotions
- Soulwork (Individual)
- Home Church/Services
- Forgiveness
- Testimony
- Memory Verses
- Baptism

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- One Heart
- Living Free
- NT Daily Readings

Relational

- Boundaries
- Mentoring
- Sisterhood Socials (3 Required in Phase 1)
- Counseling
- Forgiveness Paper
- Family/Healthy Contacts
- Romantic Interest/Purity
- Child Reunification Plan
- 7 Keys to Freedom
- Healing for Damaged Emotions
- Community Impact Projects (3 Required in Phase 1)
- Teachability

Personal

- Driver's License
- Vision Board
- Legal Issues
- Education
- Documents
- Health Coverage
- SMART Goals
- Restoration Class
- Study Hours
- Hygiene/Presentation
- Library Card
- Living Space
- Vision Goals (Should be listed on vision board)

Financial

- Income/Savings
- Post Program Housing
- P2 Budget & Savings Goals

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- Credit Score
- Financial Freedom
- Tithing
- Bank Accounts
- Debt Resolution

Vocational

- Experience/Work Capacity
- MO Job Center
- Volunteer Assignments
- Jobs for Life
- Work Ready
- Career of Interest

2. 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 her transition into the workforce. She will also continue to reside in the VM women's house; complete required classes started in Phase 1; and follow all applicable program rules and restrictions that apply from Phase 1.

2.1 PHASE 2 BENCHMARKS

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

Phase 2 Benchmarks by wholistic Categories (24 weeks completed)

Spiritual

- Soulwork
- Group Devotions
- Personal Devotion
- Home Church
- Memory Verse
- Living Free
- NT Daily Readings

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Relational

- Community Impact Projects (2 Required in Phase 2 & Phase 3)
- Family Reconciliation
- Romantic Interests/Purity/Unwanted Book reading (if assigned)
- Healthy Contacts
- Social Capital
- Sisterhood Socials (2 Required in Phase 2 & Phase 3)
- Monthly Counseling
- Support Network
- Program Presence
- Teachability/ Responsivity
- Church Mentor
- Small Group
- Child Reunification Plan

Personal

- Driver's License
- Birth Certificate
- Social Security Card
- Legal Issues
- Routine
- Vision Board
- Vision Goals (Should be listed o Vision Board)
- Routine/Free Time
- Nutrition/Fitness
- Hygiene/ Presentation
- Living Space
- Sleep Hygiene
- Education
- Health Coverage
- Phase 2 SMART Goals (1 in each wholistic area)

Financial

- Faith & Finances
- Active Bank Accounts
- Income/Savings Check-in
- Post Program Housing

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- Debt Resolution
- Credit Building
- 10/20/30/40
- Spending Habits
- Budget and Savings Goals

Vocational

- Job Check-in
- 1/3/5 Year Vocational Plan
- Jobs for Life
- Wages
- Mission Field
- Career of Interest

2.1 PHASE 2 FINANCIAL PLAN (10-20-30-40)

To provide needed structure and accountability for Restoration women in Phase 2, each Participant will be required to bring pay stub/receipt from any income and fill out the appropriate program forms. The percentages below 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 Fee**
Why - This will help provide more resources for our growing program.
How - Cash/money order and completed form to front desk staff at Victory Mission.
- **30% - Personal**
Why- Each participant will keep this to grow personal financial responsibility.
How- Keep this amount (any expenditure > \$100 requires Chaplain approval).
- **40% - Savings**
Why - This amount will cover the initial P3 Residential Agreement.
How - Cash/money order and completed form to front desk staff at Victory Mission.
 - Upon leaving the program, participants must request savings (within 14 days).
 - Allow 10 days for VM to process and provide savings to the Participant.
 - Leaving or being removed from the program results in a 10% processing fee.

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3. PHASE 3

After the Participant has been evaluated and has approved completion of Phase 2 she will be promoted into the 6-12 months of Phase 3 programming. This programming provides additional restoration from life-controlling issues through continued developmental participation and accountable relationships (for more details on the transition from Phase 2 to 3 refer to '1.1 Program Summary').

- Participants will sign a Phase 3 Residential Agreement with Victory Mission.
- Phase 3 Residential Agreement Payments replace the 10-20-30-40 Financial Policy.
- Phase 3 Residential Agreement Payments are between \$350-\$500 per month (includes utilities/trash) and is based on status of participants custody of children/ availability of housing.
- No 2nd or 3rd shift jobs will be allowed (weekend shifts must be approved by a Chaplain).
- Must remain committed to Home Church and meet with Church Mentor weekly.
- Invest in Phase 1 by mentoring 2 women and/or attending 2 devotions weekly (if off premises living), 5 devotions (if on premises living).
- Meet with the Program Counselor at least one time per month if available.
- Details of additional residential and spiritual requirements are in the Residential Agreement.

4. ROMANTIC RELATIONSHIPS

Romantic relationships are completely restricted in Phases 1, 2, and 3 of the program. We want to use this as a time of personal growth and healing. In Phase 3 conversations with men are allowed as long as the conversations are not both private and personal. Women can have personal conversations (ex. small groups at church) that are not private. Or private conversations that are not personal. Marital relationships will be restricted for Phase 1 (first 12 weeks) and then possible contact for the purpose or reconciliation will be addressed on a case-by-case basis.

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 any other legitimate complaint, she may enter a written grievance. Each grievance will be placed in the participant's or staff member's file along with a description of the actions taken.

6. RESIDENTIAL SUPERVISION

To provide a consistently and continuously healthy environment for the women in the program to develop and be restored to lives free from life-controlling issues, Residential Supervisors (RS) may be

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selected from among the program to be peer leaders. While all RS's are given authority by Chaplains to enforce the program rules and requirements, each RS will serve a particular role in leadership. RSs 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. Any discipline instituted by an RS will be reviewed by the Chaplains. RSs are not allowed to remove a woman from the program without Chaplain approval. This approval would only be given when Chaplains are not onsite and there is pressing issue regarding safety. The RSs are full participants and still under all of the same program rules and requirements of the restoration program.

7. NON-DISCRIMINATION POLICY

Restoration at Victory Mission subscribes to the Civil Rights Act of 1964. Victory Mission does not discriminate on the basis of race, color, nation of origin, sex, age, religion, political belief or disability.

8. MEDIA RELATIONS POLICY

Signing the program handbook covent below authorizes Springfield Victory Mission to:

- Record my participation and appearance on videotape, audiotape, 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).
- Exhibit or distribute such materials in whole or in part without restrictions or limitation for any promotional purposes which Victory Mission + Ministry and those acting pursuant to its authority, deem appropriate.

10. CELEBRATIONS & GRADUATIONS

Upon successful completion of Phase 2 the Participant will be recognized in a ceremony to celebrate their transition to Phase 3. Upon the completion of Phase 3, a full program graduation ceremony will be held where the Participant will receive a Certificate of Completion. These ceremonies will be held approximately every 4 months. Times and locations will be determined by Victory Mission Staff and Chaplains. Our church partners often take turns hosting these events.

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11. PROGRAM CHANGES

For the continued improvement of the restoration 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 of the Restoration Program.

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 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) Call 911, and once help is on the way, proceed with attempting to contact the counselor or chaplain. As always, use your best judgment in every situation. Above all, stay safe!

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.

14. COVENANT

By signing this covenant, I acknowledge that I have read the entire ***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.

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Participant's Printed Name: _____

Participant's Signature: _____

Date: _____