



WOMEN'S RESTORATION

Program Handbook

OUR MISSION

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

Springfield Victory Mission
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Restoration at Victory Mission
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1. WHAT IS *RESTORATION* AT VICTORY MISSION?

Restoration is a 12-month holistic restoration program to address life-controlling issues. The program starts with a 30-day initial probationary period. The program is designed to develop women in five key holistic areas. These areas include *spiritual, personal, relational, vocational* and *financial* development.

1.1 PROGRAM SUMMARY

In **PHASE 1** the Participant...

- Resides at Victory Mission off-campus women's house
- Volunteers for Victory Mission 15+ hrs weekly
- Performs scheduled chores
- Completes 12+ weeks of classes and attends 5+ devotions per week
- Meets with a Mentor weekly (provided onsite)
- Meets with Counselor weekly (provided onsite)
- Reports all income and required approval for spending greater than \$100
- Attends worship weekly and chooses a "Home Church" by week 12
- Explores long-term and short-term employment goals
- Program fees can be provided through a scholarship in Phase 1
- Completes 30-Day probationary period, 6 Week Soul Detox, and meets benchmarks in 5 holistic areas before moving to Phase 2 (will evaluate at 30-days, 6 weeks & 12 weeks)

In **PHASE 2** the Participant...

- Continues residing in Victory Mission off-campus women's house
- Secures and begins full-time work (no overnight shifts)
- Follows 10-20-30-40 Financial Policy (see details in 2.13 below)
- Attends 5+ devotions per week
- Performs scheduled chores
- Chooses and invest in a Home Church (attends small groups, serves & financial)
- Continues meeting with counselor weekly
- Finishes any remaining classes
- Secures and meets with church mentor 2x+ per month
- Meets benchmarks in 5 holistic areas before moving to Phase 3 (evaluation at the 6 month mark)

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

- Resides in shared off-campus housing provided through a partnership with Victory Mission - rent paid by participant in the amount of \$500 per month (utilities/trash included)
- Continues working full-time (no overnight shifts) and saving 10% or more of income
- Grows involvement in Home Church and meets with church mentor 2x+ per month
- Invests in Phase 1 & 2 women by mentoring or attending group devotions weekly

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- Attends group or individual counseling at least 2x per month

Phases 1 & 2 combined are approximately 6 months, Phase 3 is an additional 6-12 months. Restoration programming and phases are focused on reflecting restoration developmental benchmarks, not just a period of time. Phase 3 Housing is a crucial 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; addictions, 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 application process)
- Clean and sober (must pass an initial extensive and ongoing drug/alcohol screenings)
- Limited mental health needs (severe or chronic mental health conditions cannot be accommodated)
- No romantic relationships (restricted for the duration of the program to focus on healing)
- No domestic felonies (felonies charges will be determined case by case)
- Willing and capable of long-term employment
- Ready to do “whatever it takes” for change
- Willing to engage in a faith-based curriculum

Unfortunately, due to our limit resources, lack of medical staff, and specific programming framework, this program is not 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 medically assisted treatment (due to lack of medical staff)
- Expectant mothers (due to the length of the program)

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1.3 OVERARCHING PRINCIPLES

- This program is not a “cure” for life-controlling issues.
- Life-controlling issues can be overcome and there is hope for long-term restoration.
- 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.
- Participants are not required to ‘convert’ to Christianity but must be open to faith curriculum.
- 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;

- **BROKENNESS:** 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.
- **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

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- Be present fully in all classes/devotions (unless excused for medical or other reason)
- Wear program lanyard/badge at all times on VM property
- Participate in chores as posted and/or assigned
- Follow the direction of authority (VM Chaplains, VM Staff, and 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 PM daily in the program house.
- In bed and lights turned off by 11:00 PM.
- Phones (allowed after soul detox period) must be silenced and put away after 10:30 PM.
- Wake up and out of bed is 7:00 AM Monday - Friday. (unless class schedule is 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.

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1.9 OUTSIDE APPOINTMENTS

When you have an appointment that takes place during any scheduled Volunteer Assignment (VA) or program requirement, a participant needs to give 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. Participants must notify the supervisor at his volunteer assignment and staff that might be effected 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 for schedule.

1.10 DORM ROOMS

- Participants may not enter another participant's dorm room unless invited.
- 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.
- Food must be cleaned up quickly and removed from dorm rooms (reducing risk of rodents/pests).
- Laundry must be washed weekly. Linens must be washed every other week.
- Dorm room trash should be taken out, at a minimum, once a week.
- Dorm rooms and common areas must meet fire code standards at all times.

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 except in class/devotion.
- No food or drinks should ever be left unattended, and no food is allowed during class/devotion.
- 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 allowed in women housing units. Child visits must be approved ahead of time.
- Participants and their visitors can meet in the common areas but may not enter dorm and/or bedrooms.
- No visitors are allowed in dorm and/or bed rooms or restricted areas.

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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 Mission.
- 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.
- 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.
- UA/BA tests will be administered at the discretion of VM staff, Chaplains, or RS.
- All prescription drugs must be listed and kept on file.

1.16 TOBACCO & VAPORS

No tobacco use (chew, cigarettes, snuff, etc) or vapors is permitted in any Victory Mission building or near the entrances and doors. Smoking is allowed in designated areas only. If a 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 and must be done in dorm rooms. 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.

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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

- Seek out staff if you experience a serious health concern, and if necessary call 911 (Victory Mission does not have medically trained staff).
- 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.

1.20 FINANCIAL POLICY

Participants must disclose if they are receiving income 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 (most weekend lunches and dinners are provided, too, but subject to VM provisions and scheduling). 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 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

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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.

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. 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 Programming, 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 the Restoration Chaplain.

1.26 COUNSELING

In Phase 1 participants are required to meet with a Victory Mission Counselor regularly and 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

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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, 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 landline phone will be made available for essential calls Mon-Fri).
- Accessing the internet (for social media, messaging, etc). Approved job searches are allowed.
- Overnight and Phase 1 Work Passes (unless approved by 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 dorm rooms. 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.
- Sunday no longer than 2 hours total (not to be on until after 12:00 PM).
- 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 restricted in Phase 1 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 platform for temptation, distraction, and potentially destructive conversations. As a protective measure, cell phones are kept secured until men are in Phase 2 of the Restoration Program.

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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 1-4 = 0 passes, wks 5-8 = 1 pass, wks 9-13 = 1 pass.
- Phase 2: Wks 14-18 = 2 passes, wks 19-22 = 2 passes, wks 23-26 = 2 passes.
- Phase 3: 1 pass per month

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

Any Participant who leaves or is removed from the program may be considered for a one time re-entry (if drug or alcohol relapse occurred participant must complete approved detox treatment as requested by Chaplain). In the case a participant does not require or qualify for detox treatment locally and/or there was no substance abuse then 1 week must have passed and she must provide a clean UA/BA. If she is seen as willing to be restored, the 8-week Re-entry Discipline & Restoration (D&R) Plan below will be offered. Once the 8-weeks is completed the Re-entry participant would officially begin the 6 month process of Phase 1 & 2. If the Participant does not complete this 8-week D&R or leaves the program before completion they will be suspended and barred from Victory Mission properties and services for 1 year.

- Weekly meetings with Counselor.
- Mon-Wed-Fri Soulwork (in addition to weekend soulwork, required by program).
- No personal electronic devices (including phones, tablets, music players, etc).
- No accessing the Internet (for use of social media, messaging, etc).
- No romantic contact of any kind (including spouses and/or healthy girlfriends).
- No leaving the Restoration Area without a 'program buddy' (including smoking).
- No leaving Victory Building without 'program buddy' and Chaplain permission.
- No Overnight and Phase 1 Work Passes.

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- All savings and/or income will be held until the end of the re-entry.

1.33 PHASE 1 WEEKLY SCHEDULE

(personalized schedule will be given to each participant)

Below is the schedule for Phase 1 Participants, subject to change without notice:

<u>TIME</u>	<u>MON-FRI</u>	<u>SAT</u>	<u>SUN</u>
5-7 AM	Breakfast	Breakfast	Breakfast
7:30 AM	Pick-up	Personal Devotion	Personal Time
8-8:30 AM	Staff Devo	Adhere to house rules	Attend Worship
8:45-11:00 AM	Program Classes	Adhere to house rule	Adhere to house rules
11:00-11:45 PM	Lunch /Break	Lunch	Lunch
12:00-3:30 PM	Volunteer Assignment	Adhere to house rules	Adhere to house rules
4-4:45 PM	Break/Chaplain C/I	Adhere to house rules	Adhere to house rules
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5-7 PM	Dinner	Dinner	Dinner
7:00PM	-----In House Curfew Phase 1-----		
6-8 PM	Soul Work/Comm. Class	Comm. Class	Comm. Class
8-10 PM	Personal Time	Personal Time	Personal Time
10:00 PM	-----In House Curfew Phase 2-----		
10:30 PM	Lights Out	-	-
11 PM	-	Lights Out	Lights Out

1.34 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 holistic 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 (weeks completed)

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

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Phase 1 Benchmarks by Holistic Categories (weeks completed)

Spiritual

- Spiritual Gifts Assessment
- Identity
- Purpose Driven Life
- 7 Keys to Freedom
- Mentoring
- Group Devotions
- Soulwork (Individual)
- Home Church Attendance
- Community Impact Volunteering

Relational

- Counseling Sessions
- Free Flow Conversation (Esther's Chamber)
- Boundaries
- One Heart

Personal

- Driver's License
- Vision Board
- Legal Issues Addressed
- HiSet Education/HS Grad
- Health Coverage
- SMART Goals
- Restoration Class
- Life Skills Class
- Study Hours

Financial

- Income/Savings
- After Phase 3 Housing
- P2 Budget & Savings Goals
- Financial Freedom

Vocational

- Experience/Work Capacity Assessment
- MO Job Center
- Volunteer Assignments

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- Jobs for Life

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 dorms at Victory Mission; complete required classes started in P; and follow all of the program rules, restrictions & requirements that applied in 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 holistic areas of his 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 Holistic Categories (weeks completed)

Spiritual

- Learning to Live with God/ Alpha Class
- Church Mentor
- Soulwork
- Devotions (6/12)
- Personal Devotion
- Home Church
- Living Free
- Community Impact
- Phase 2 Testimony

Relational

- Counseling
- Parenting with Love/Logic
- Family Relationships
- Romantic Interests/Purity
- Social Capital
- Support Network
- Program Presence
- The Game Plan

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Personal

- Driver's License
- Legal Issues
- Education
- Health Coverage
- Phase 2 SMART Goals (1 in each holistic area)

Financial

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

Vocational

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

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% - Savings**

Why - This amount will cover initial P3 Housing Deposit/Rent.

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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- **40% - Personal**

Why - Each participant will keep this to grow personal financial responsibility.

How - Keep this amount (any expenditure > \$100 requires Chaplain approval).

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 Residential Rental Agreement (RRA) with Victory Mission.
- Rent is \$500 per month (includes utilities/trash) and is subject to change.
- Savings of \$500 must be available to Victory Mission to move in.
- No graveyard, overnight or weekend jobs/shifts will be allowed.
- 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.
- Meet with the Program Counselor at least one time per month.
- Details of additional residential and spiritual requirements are in the RRA.

4. ROMANTIC RELATIONSHIPS

Restoration completely restricts romantic relationships in Phases 1 & 2 of the program. We want to use this as a time of personal growth and healing. During Phases 3 we will consider romantic relationships if the man a participant is interested in is willing to talk with a Victory Mission's Men's Restoration Chaplain. To help address expectations, establish healthy boundaries, and get everyone on the same page, the Men's & Women's Chaplains and the couple may be asked to meet together for an in-person meeting. We reserve the right to restrict any romantic relationships in all phases of the program (including phase 3) if the Chaplains deem that a relationship may be interfering with restoration and development of the participant. Marital relationships will be restricted for Phase 1 (first 12 weeks) and then addressed on a case-by-case basis following the above process.

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

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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) are selected from among the program to be peer leaders. While all RSs 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 covenant below authorizes Springfield 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).
- 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

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approximately every 2 months. Times and locations will be determined by Victory Mission Staff and Chaplains. Our church partners often take turns hosting these events.

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) ***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!

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.

Restoration at Victory Mission
PROGRAM HANDBOOK

Participant's Printed Name: _____

Participant's Signature: _____

Date: _____