



# ***RESTORATION***

## **Program Handbook**

### **OUR MISSION**

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

Springfield Victory Mission - Victory Square for Men  
1610 N. Broadway Ave.  
Springfield, Mo. 65803  
(417) 864-2235

Restoration Chaplain - Mark McKnelly  
mmcknelly@victorymission.com  
(417) 864-2213 (call or text)

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

***Restoration*** is a 12-18 month residential rehabilitation program designed to transform men's lives through a holistic approach of developing spiritual, personal, relational, vocational and financial areas of life. During Phase 1 there is no financial cost to the participant. During Phase 2 there is a program fee (20% of all 'take-home' income). In Phase 3 the participant moves into off-campus housing and pays (\$450-500 per month).

### **1.1 ABOUT THE PROGRAM**

In PHASE 1 the Participant...

- Resides at Victory Square for Men
- Volunteers for Victory Mission at least 20 hrs weekly, performs scheduled chores
- Completes 12 weeks of classes and attends 12 group devotions per week
- Meets with a Phase 1 Mentor weekly
- Meets with Professional Counselor (as requested and/or required)
- Reports all financial income and required approval for spending greater than \$100
- Attends worship weekly and by week #8 chooses a Home Church
- Meets benchmarks in 5 holistic areas before moving to Phase 2

In PHASE 2 the Participant...

- Resides at Victory Square for Men
- Begins working full-time (no overnight shifts)
- Follows 10-20-30-40 Financial Policy (see details in 2.13 below)
- Attends at least 6 group devotions per week & performs scheduled chores
- Invests in a Home Church (attends groups/classes, serves and gives financially)
- Meets with Church Mentor weekly and Group Counseling twice per month
- After 6 months is evaluated for readiness to enter Phase 3 Housing

In PHASE 3 the Participant...

- Resides in off-campus group housing for \$450-500 monthly (utilities included)
- Continues working full-time (no overnight shifts) and saves 10% of income
- Grows involvement in Home Church and meets with Church Mentor bi-weekly
- Invests in Phase 1 & 2 men by mentoring or attending group devotions weekly
- Attends Group or Individual Counseling at least once monthly

Phases 1 & 2 are approximately 6 months, Phase 3 is 6-12 months. The program focuses on completing rehabilitation & developmental benchmarks, not just completing of 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.

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

This program is for men seeking to overcome life controlling issues, including; addictions, unhealthy lifestyles, unhealed hurts, deep grief, overwhelming circumstances, generational poverty, hopelessness, etc.

- 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 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 receive men undergoing medically assisted treatment.

## **1.3 OVERARCHING PRINCIPLES**

- This program is not a “cure” for life-controlling issues.
- Life-controlling issues can be overcome, 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 nonjudgmental and supportive manner.
- Participants are required to find and become involved in a ‘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.

## **1.4 CRITERIA FOR PARTICIPATION**

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

1. **Brokenness:** an inability to maintain a stable life and healthy relationships due to life-controlling issues (for example addiction, unhealed hurts, unresolved hangups, etc), and who desire to overcome those issues or patterns and be restored to how God designed and desires them to live.

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2. **Willingness:** a deep desire to make dramatic changes, including the self awareness and humility it takes to be completely honest about how uncontrollable life is without help, and the willingness to commit to long-term treatment.
3. **Capacity:** the ability to participate educationally in environments where learning is taking place about sometimes difficult topics and material, and emotionally where effort is being made by both program leaders and the participant to get to the root causes of life-controlling issues.

## 2. BASIC RESPONSIBILITIES

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

- Make bed daily.
- Keep personal area around bed clean daily.
- Participate in scheduled or assigned classes, groups, assignments, events, etc.
- No phones or devices allowed in classes/devotions.
- No getting up and/or leaving classes/devotions (unless excused for medical or other reason).
- Participate in chores as posted and/or assigned.
- Follow the direction of authority (Chaplains, VM Staff, and RS Team).

### 2.1 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.
- 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.
- Not wearing ‘sagging’ clothes of any kind.

### 2.2 RESIDENTIAL CURFEW POLICY

- 10:00 PM daily in program area.
- In bed and lights turned off by 11:00 PM.

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- Phones must be silenced and put away after 10:30 PM each night.
- Lights will be turned back on at 6:00 AM Monday - Friday.
- Wake up and out of bed is 7:00 AM Monday - Friday.
- Must arrive at most volunteer assignments by 8:00 AM Monday - Friday.
- No day sleeping will be allowed Mon - Fri (unless approved due to VA/work).
- Schedule is subject to change and most recently posted one will be enforced.
- Chaplain must approve all overnight, late, and work passes in all phases.

### **2.3 UNEXCUSED ABSENCE**

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

### **2.4 OUTSIDE APPOINTMENTS**

When you have an appointment that takes place during any scheduled Volunteer Assignment (VA) or program requirement our Residential Supervisor (RS) overseeing VAs needs to approve the request. Also your first/last name and time expected to be gone need to be put on the dry erase calendar in the common area. Notify the supervisor/manager at your VA and the RS of VAs as far in advance as possible. Every effort should be made to schedule outside appointments at times that do not conflict with VA and program requirement times. Program requirements are priority to schedule around over VA.

### **2.5 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 by RS's.
- Personal effects must fit in side his assigned wardrobe space and room tote.
- Participant may have 1 suitcase/duffle bag that closes and fits securely under bed.
- Do not use unoccupied beds, wardrobes, drawers and totes as extra storage.
- Items left by Participants will be held for 3 days and then sent out as donations.
- Absolutely no food is allowed in the dorm rooms.
- Laundry must be done, at a minimum, once each week.
- Dorm rooms and common area must meet fire code standards at all times.

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## **2.6 VISITORS**

- Participants must acquire prior approval from a Chaplain or RS for all visitors.
- Participants and their visitors can meet in the common area or RS/Meeting room.
- No visitors are allowed in dorm rooms or hallway area.

## **2.7 PERSONAL PROPERTY**

- No flammable objects, such as candles, incense, or fireworks.
- No weapon of any kind: knives, guns, or other weapons are allowed at Victory Square. (All knives must be kept by (Front Desk Staff or Chaplain))
- No pornographic media 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.
- Personal devices are permitted at appropriate times, with use of headphones.

## **2.8 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 removal, and potentially legal action pursued.

## **2.9 DRUG / ALCOHOL USE**

- Drug or alcohol use will result in disciplinary action and potentially removal.
- Using or possessing inhalants is not allowed.
- UA/BA tests will be administered at the discretion of VM staff, chaplain, or RS.
- All prescription drugs must be listed and kept at the front desk.

## **2.10 TOBACCO & VAPORS**

No tobacco (chew, cigarettes, snuff, etc) or vapors, are permitted in the Victory Square 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 taken, including possible removal from the program. Absolutely no smoking or loitering in front of building. Rolling of cigarettes is permitted during personal time only, must be done in program pantry or in dorm rooms, any mess made must be cleaned up by the Participant.

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## **2.11 PROFANITY**

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

## **2.12 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 make little to no attempt to work the program, is a bad influence on other participants, and/or is abusive, disrespectful, or belligerent.

## **2.13 FINANCIAL POLICY**

Participants must disclose if they are receiving money from private sources, food stamps, SSI, SSD, settlements, or any other source. Financial assets must be reported to the chaplain at intake, along with any amount of money he is in possession of then, or is being held in a banking institution, or any outside party. Participants are required to put money in a savings account and provide documentation of the money being saved <40% during Phase 1, Phase 2 (see below), and 20% during Phase 3>.

**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. The funds from all income will be allocated to following...

- 10% - TITHE  
WHY - God asks His people to give 10% of all income to their Home Church.  
HOW - Bring money order for home church or give online and show verification.
- 20% - PROGRAM  
WHY - This amount will help provide more resources for our growing program.  
HOW - Bring cash or money order to appointed Victory Mission staff.
- 30% - SAVINGS  
WHY - This amount will cover the initial P3 Housing Deposit/Rent.  
HOW - Bring cash or money order to appointed Victory Mission staff.
  - Upon leaving program Participant must request savings within 14 days.
  - Allow 10 days for SVM to process savings balance to Participant.
- 40% - PERSONAL  
WHY - Each participant will keep this to grow personal financial responsibility.  
HOW - Keep this amount (any expenditure over \$250 needs approval).

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## **2.14 FOOD**

Participants will be provided breakfast each morning, lunch on Monday to Friday, and dinner each evening. While the participant is permitted to have food in the lounge, each participant is not allowed to have more food than can be consumed within one week from purchase. All food must have owners name printed on it along with the date it was brought in, it also must be confined to the box that is assigned to each bed. Any food that will not fit within the box in the refrigerator will be considered for everyone to use. In the shelf area each person has an assigned box and is able to keep larger items above the box. Food is not allowed to be stored or consumed in dorm rooms for any reason.

## **2.15 KITCHEN**

Participants are not allowed in the kitchen where the meals are prepared and served from unless they are on the kitchen team or asked to be in there by an RS or Chaplain.

## **2.16 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.

## **2.17 ADDITIONAL GROUNDS FOR REMOVAL**

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

## **2.18 MAIL & GIFTS**

Each participant may send and receive mail, uncensored; however, staff has the right to inspect all packages in the presence of participant. Gifts sent to, or purchased for, a resident must not violate existing policy on dress, contraband, or prohibited articles.



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## **2.19 VOLUNTEER ASSIGNMENTS**

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

## **2.20 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 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 after graduation.

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 will follow the schedule below;

- Monday - Friday
  - during breakfast for 1 hr (local or national news only).
  - during and after dinner for 1 hr (appropriate content / PG13 or lower).
- Saturday no longer than 4 hours total.
- Sunday no longer than 4 hours total (not to be on until after 12:00 PM).
- TV can only be on upon the completion of all chores and then only until 10:30 PM.
- Times to be monitored by RS's and subject to change by Chaplains at any time.

## **2.21 OVERNIGHT PASSES**

Considering the participant's progress and environment he would be going into, Overnight Passes will be 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

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**2.22 PHASE 1 WORK PASSES**

Based on most participant’s need for minimal amounts of financial provision, after the 4 Week Detox, Phase 1 Work Passes will be made available. Approval will be made considering progress and environment he would be going into, who he would be working for, if it is verifiable, etc. All Phase 1 Work Passes will be given at the chaplain’s discretion. This privilege will be restricted during Disciplinary & Restoration Plans.

**2.23 PHASE 1 WEEKLY SCHEDULE**

This will be the schedule for all participants during Phase 1 (subject to change with notice).

<u>TIME</u>	<u>MON-FRI</u>	<u>SAT</u>	<u>SUN</u>
<b>5-7 AM</b>	Breakfast	Breakfast	Breakfast
<b>7:30-8 AM</b>	Group Devotion	Group Devotion	Personal Time
<b>8 AM-12 PM</b>	Volunteer Assignments	Personal Time	Attend Worship
<b>12-1 PM</b>	Lunch	Lunch	Lunch
<b>1-3:45 PM</b>	Classes & Program Work	Personal Time	Personal Time
<b>3:45-4 PM</b>	Break	Personal Time	Personal Time
<b>4-4:30 PM</b>	Chaplain Check-in	Personal Time	Personal Time
<b>4:30-5 PM</b>	Personal Time	Personal Time	Personal Time
<b>5-7 PM</b>	Dinner	Dinner	Dinner
<b>6-8 PM</b>	Classes	Classes	Classes
<b>7:30-8 PM</b>	Group Devotion	Personal Time	Group Devotion
<b>8-10 PM</b>	Chores / Personal	Chores / Personal	Chores / Personal
<b>10 PM</b>	Curfew	Curfew	Curfew
<b>10:30 PM</b>	Lights Out	-	-
<b>11:00 PM</b>	-	Lights Out	Lights Out

**2.24 4 WEEK SOUL DETOX**

We believe just as the body needs a period of time to detox from the physical impact that abusing drugs and alcohol has on a person, that a similar process of detox is needed spiritually and emotionally. To create the environment for that experience and through it build a foundation for restoration the Participant will be restricted for 4 weeks from;

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- Use of personal electronic devices (including phones, tablets, music players, etc).
- Accessing the internet (for use of social media, messaging, etc).
- Romantic contact of any kind (unless approved by Chaplain).
- Leaving the Restoration Area without a “program buddy” (including smoking).
- Overnight and Phase 1 Work Passes.

## **2.25 PHASE 2**

After the Participant has completed 12 weeks in the program the Chaplain will measure his progress of benchmarks in the 5 areas of life (see below), he will continue to reside at Victory Square but transition from Volunteer Assignments to a time of full-time employment (minimum of 30% of income to be saved). No overnight/graveyard shift jobs will be allowed. For more details on the transition from Phase 1 to Phase 2 refer to ‘1.1 About The Program’.

### Benchmarks by Holistic Categories

#### ***Spiritual***

- |                       |                           |
|-----------------------|---------------------------|
| - Home Church         | - Mentoring               |
| - Purpose Driven Life | - Living Free             |
| - Bible Study         | - Soulwork                |
| - Devotions (AM & PM) | - S.H.A.P.E. Assessment   |
| - Community Impact    | - Forgiveness & Testimony |

#### ***Relational***

- |              |                             |
|--------------|-----------------------------|
| - Counseling | - Good Dads (if applicable) |
| - One Heart  | - Healing                   |

#### ***Financial***

- |                            |                                   |
|----------------------------|-----------------------------------|
| - Financial Freedom        | - Personal Budget / Savings Goals |
| - Responsibility / Savings | - Transition / Phase 3 Housing    |

#### ***Personal***

- |  |                             |
|--|-----------------------------|
| - Restoration Class                            | - Life Skills Class         |
| - Education (GED/HSE, ESL, etc)                | - Transportation Assessment |
| - Driver’s License (SATOP, etc)- Legal Service |                             |
| - Vision Board                                 | - S.M.A.R.T. Goals          |

#### ***Vocational***

- |                 |                                    |
|-----------------|------------------------------------|
| - Job Center    | - Volunteer Assignments            |
| - Jobs for Life | - Experience / Capacity Assessment |

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### **2.26 PHASE 3**

After the Participant has been evaluated and considered completing of Phases 1 & 2 then he will enter 6-12 months of Phase 3 programming that provides additional rehabilitation from life-controlling issues through continued developmental participation and accountable relationships. For more details on the transition from Phase 2 to Phase 3 refer to '1.1 About The Program'.

### **2.27 PROGRAM TRIAL RE-ENTRY**

Any Participant who leaves or is removed from the program may be considered for a trial re-entry after completing approved detox treatment. In the case he does not qualify for detox treatment locally and/or there was no substance abuse then 1 week must have passed and he must provide a clean UA/BA. If he is seen as willing to be restored, the 6-week Re-entry Discipline & Restoration (D&R) Plan below will be offered. Once the 6-weeks is completed the Participant would officially begin the 6 month process of Phase 1 & 2. If the Participant does not complete this 6-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 program 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 Square without 'program buddy' & RS/Chaplain permission.
- No Overnight and Phase 1 Work Passes.
- All savings and income will be held until completion of the trial re-entry period.

## **3. SAFETY & HEALTH**

- Seek an RS or staff if you experience a serious health concern, and if necessary call 911 (Victory Square does not have medically trained staff).
- Participants who are missing program requirements due to illness will remain in their rooms except for meals (including smoke breaks).
- Illness resulting in missed program requirement(s) must be reported to the chaplain, RS of volunteer assignments, and manager where the Participant is serving..

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#### **4. 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, 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 the actions taken.

#### **5. 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.

#### **6. ROMANTIC RELATIONSHIPS**

We completely restrict romantic relationships in Phase 1 of the program. During Phases 2 & 3 we will consider romantic relationships providing the woman meets with Victory Mission's Women's Chaplain and following that meeting the Men's & Women's Chaplains, as well as the RS Team at the time, deem the relationship to be healthy and boundaries are in place. Therefore we do 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 progress in rehabilitation & development.

#### **7. NON-DISCRIMINATION POLICY**

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

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## **8. MEDIA RELATIONS POLICY**

Signing the program handbook covent 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 purpose which Springfield Victory Mission and those acting pursuant to its authority, deem appropriate.

## **9. COUNSELING**

In Phase 1 Participants are required to meet with a Victory Mission Counselor twice and then the Counselor and Restoration Chaplain will evaluate each individual's need for additional counseling through Phase 1. In Phase 2 Participants are required to attend group counseling twice a month or set an individual appointment once a month. In Phase 3 Participants are required to attend group counseling once a month or set an individual appointment once a month.

## **10. HOME PLANS & COURT STIPULATION**

When a man applies for entrance from 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 free side (1st30) or pay side (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 Square for Men for 60 days. Rare exceptions to this will only be considered and allowed by Chaplains.

## **11. PROGRAM CHANGES**

For the continued improvement of the 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 Restoration Program.

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**12. CELEBRATIONS & GRADUATIONS**

Upon successful completion of Phases 1 & 2 there will be a transition celebration. Upon the completion of Phase 3 a full program graduation ceremony will be held where the Participant will receive a certificate of completion. Both will be held at Victory Mission's nightly chapel service and occur periodically throughout the year (roughly every 2 months).

**13. 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.

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

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

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