



MEN'S RESTORATION

Program Handbook

OUR MISSION

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

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

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

1.1 PROGRAM SUMMARY

In PHASE 1 the Participant...

- Resides at Victory Square for Men
- Volunteers 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 (approval required for spending over \$100)
- Attends worship weekly and by week #8 chooses a Home Church
- Meets wholistic benchmarks before moving to Phase 2 (estimated 3-4 months)

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
- Meets wholistic benchmarks before moving Phase 3 (estimated 3-5 months)

In PHASE 3 the Participant...

- Resides in off-campus group home for \$400-450 per month (utilities/trash included)
- Continues working full-time (no overnight shifts)
- Verifies budget adherence and savings balance monthly
- Deepens involvement in Home Church and meets Church Mentor weekly
- Invests in Phase 1 & 2 men by mentoring and/or attending group meetings weekly
- Attends Counseling session at least once monthly

Phases 1 & 2 are approximately 6-9 months, Phase 3 is 6-12 months. The program focuses on completing wholistic benchmarks, not just remaining a period of time. Phase 3 Housing is a crucial season in the program because those going through at least a year

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of structured and accountable programming produce higher success rates of long-term restored living.

1.2 WHO IS THE PROGRAM FOR?

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

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

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 willingness to surrender to Him and the restoration process.
- There is hope for lifelong restoration.
- The chaplains and staff involved in the care of the Participant will maximize opportunities to engage in intentional relationships and promote wholistic rehabilitation and development.
- Participants are treated with respect and dignity at all times.
- Participants are treated in a nonjudgmental and supportive manner.
- Participants are required to 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.

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1.4 CRITERIA FOR PARTICIPATION

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

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

1.5 BASIC RESPONSIBILITIES

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

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

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1.6 PERSONAL APPEARANCE

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

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

1.7 RESIDENTIAL CURFEW & SLEEP POLICY

- The curfew daily is to be in the program area by 10:00 PM.
- In bed and lights turned off by 10:30 PM.
- Phones must be silenced and put away between 10:30 PM and 6:30 AM.
- Lights will be turned back on at 6:00 AM Monday - Saturday.
- Wake up and out of bed is 6:30 AM Monday - Saturday.
- No ‘day sleeping’ from 6:30 AM - 9 PM (unless approved due to VA/work).
- Schedule is subject to change and the most recently posted one(s) will be enforced.

1.8 UNEXCUSED ABSENCE

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

1.9 OUTSIDE APPOINTMENTS

When you have an appointment taking place during any scheduled Volunteer Assignment (VA) or program requirement our Residential Supervisor (RS) overseeing VAs needs to give approval. Also your name and time expected to be gone is to be put on the dry erase calendar in the Common Area (CA). Participants must notify their VA Supervisor and

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the RS of VAs as far in advance as possible. Every effort should be made to schedule appointments at times that don't conflict with VAs or program requirements. Program requirements are priority to schedule around over VAs.

1.10 DORM ROOMS

- Participants may not enter another Participant's dorm room unless invited.
- Rooms must be kept clean at all times and will be inspected daily by RS's.
- Participants may have up to 2 personal bags that close and fit securely under bed.
- Personal items must fit inside the allowed wardrobe, bags, shelves and drawers.
- Do not use unoccupied beds, wardrobes, drawers and totes as extra storage.
- Items left by Participants will be held for 3 days, then donated to VM warehouse.
- Absolutely NO open food or drink items/products are allowed in the dorm rooms.
- Dorm rooms and common areas must meet fire code standards at all times.
- Laundry must be done once each week and when scheduled per dorm room.

1.11 COMMON AREAS

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

1.12 VISITORS

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

1.13 PERSONAL PROPERTY

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

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- Personal devices are permitted with the use of headphones.

1.14 MISCELLANEOUS RULES

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

1.15 DRUG / ALCOHOL USE

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

1.16 TOBACCO & VAPORS

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

1.17 PROFANITY

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

1.18 CONDUCT

There is zero tolerance of physical abuse, or bullying. A Participant may be dismissed from the program if he continually disobeys authority. Also removal may occur if he

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

1.19 SAFETY & HEALTH

- Illness resulting in missed program requirement(s) must be reported to the Chaplain, RS of VAs, and any supervisor(s) where the Participant is serving.
- Participants who are missing program requirements due to illness must remain in their rooms except for meals (including smoke breaks).
- Seek an RS or VM staff if you experience a serious health concern, and if necessary call 911 (Victory Square does not have medically trained staff).
- 911 should only be called in the event of a life-threatening emergency.
- The ER is to be avoided for non life-threatening health issues.
- Non life-threatening health issues should be reported to the RS Team and Chaplains and directed to healthcare providers in the order below.
 - MSU Care (417-837-2270) is available to anyone 18-64 years of age without health insurance and below a poverty level of income for no charge.
 - Victory Square (417-864-2235) has a volunteer doctor on-site at different times of the year to anyone in need of PCP type of needs for no charge.
 - Patient Care Family Clinic (417-832-0078) is a walk-in doctor's office with same day appointments available and a \$50-75 standard visit fee.
 - Jordan Valley Community Health Care (417-831-0150) is a discounted provider for those with low to no income charging \$25-45 standard visit fee.
 - Walmart Care (417-886-2219) is a basic walk-in clinic that can treat most minor ailments or injuries for a \$100 standard visit fee.
 - Cox Health Urgent Care (417-269-9812) is a good alternative to the ER for health issues that cannot wait for doctor's offices and clinics to be open.

1.20 FINANCIAL POLICY

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

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1.21 FOOD

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

1.21.1 FOOD STAMPS (EBT BENEFITS/SNAP)

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

1.22 KITCHEN

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

1.23 SEXUAL HARASSMENT

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

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1.24 MAIL & GIFTS

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

1.25 TRANSPORTATION

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

1.26 COUNSELING

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

1.27 VOLUNTEER ASSIGNMENTS

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

1.28 6 WEEK SOUL DETOX

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

- Contacting anyone outside of the VM staff and restoration program (unless approved by Chaplain).
- Having possession of more than \$10.

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- Personal electronic devices (including phones, tablets, music players, etc).
- Accessing the internet (for use of social media, messaging, entertainment, etc).
- Leaving the Restoration Area without someone off restriction (“program buddy”).
- Overnight and Phase 1 Work Passes (unless approved by Chaplain).

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

- Attend both Friday and Saturday night worship services.
- Report any money received from any source either outside or inside the program.

1.29 MEDIA & TELEVISION

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

- Monday - Friday
 - during breakfast for 1 hr (local or national news only).
 - during and after dinner for 1 hr (appropriate content / PG 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 after completion of all chores, then only until 10:30 PM.
- Times to be monitored by RS’s and subject to change by Chaplains at any time.

1.29.1 CELL PHONES

The ownership and possession of personal electronic communications devices is restricted in Phase 1 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 contact and activity. 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 any Participant's progress and the environment he would be going into, Overnight Passes are 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

1.31 ADDITIONAL GROUNDS FOR REMOVAL

- Disorderly conduct including anything immoral, indecent, inappropriate sexual behavior, racial slurs, violence, profanity, obscene or threatening language.
- Engaging in acts of theft, sabotage, vandalism and unauthorized use of Victory Square 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.
- Using their discernment Chaplains may dismiss Participants at their discretion for other reasons not listed above.

1.32 PHASE 1 PROGRAM RE-ENTRY

Any Participant who leaves or is removed from the program may be considered for a re-entry (if drug or alcohol relapse occurred Participant must complete approved detox treatment as requested by Chaplain). In the case he does not require or 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 12-week Re-entry Discipline & Restoration (D&R) Plan below will be offered. Once the D&R is completed the Participant would be evaluated for Phase 2. If the Participant does not complete his D&R or leaves the program before completion he will be suspended and barred from all Victory Mission properties and services for 1 year.

- Meet with a VM counselor weekly for 6 weeks, then every other week for 6 weeks.
- Mon-Wed-Fri Soulwork (in addition to regular program Soulwork).
- No personal electronic devices (including phones, tablets, music players, etc).
- No accessing the internet (for use of social media, messaging, entertainment, etc).
- No romantic contact of any kind (including spouses and/or healthy girlfriends).

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- No leaving the Restoration Area without ‘program buddy’ (including smoking).
- No leaving Victory Square without ‘program buddy’ & RS/Chaplain approval.
- No Overnight or Phase 1 Work Passes.
- Any other requirements to be added for the best restoration experience possible.

1.33 PHASE 1 WEEKLY SCHEDULE

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

<u>TIME</u>	<u>MON-FRI</u>	<u>SAT</u>	<u>SUN</u>
5-7 AM	Breakfast	Breakfast	Breakfast
7:00-7:30 AM	Group Devotion	Group Devotion	Personal Time
8 AM-12 PM	Volunteer Assignments	Personal Time	Attend Worship
12-1:00 PM	Lunch / Personal	Lunch /Personal	Lunch / Personal
1:00-3:15 PM	Classes & Program Work	Personal Time	Personal Time
3:30-4:30 PM	Chaplain Check-in	Personal Time	Personal Time
5-7 PM	Dinner / Personal	Dinner / Personal	Dinner / Personal
6-8 PM	Classes	Classes	Classes
8-8:30 PM	Group Devotion	Personal Time	Group Devotion
8:30-10 PM	Chores / Personal	Chores / Personal	Chores / Personal
10 PM	Curfew	Curfew	Curfew
10:30 PM	Lights Out	-	-
11:00 PM	-	Lights Out	Lights Out

1.34 PHASE 1 BENCHMARKS

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

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Phase 1 Benchmarks by Holistic Categories

Spiritual

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

Relational

- Counseling (6/12)
- Good Dads (6/12)
- Romantic Interest / Purity (6/12)
- Within My Reach (6/12)
- Healing (6)
- One Heart (6/12)

Personal

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

Financial

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

Vocational

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

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 his transition into the workforce. He will also continue to reside in the dorms at Victory Square for Men and follow all of the program rules, restrictions & requirements that applied in Phase 1.

2.1 PHASE 2 BENCHMARKS

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

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Phase 2 Benchmarks by Holistic Categories

Spiritual

- | | | |
|-----------------------------|---------------------|---------------------|
| - Learning to Live with God | - Church Mentor | - Soulwork |
| - Devotions (min 5 p/wk) | - Personal Devotion | - Home Church |
| - Living Free | - Community Impact | - Phase 2 Testimony |

Relational

- | | | |
|-------------------------------|------------------|------------------------|
| - Counseling | - Good Dads | - Family Relationships |
| - Romantic Interests / Purity | - Social Capital | - Support Network |
| - Program Presence | - The Game Plan | |

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

- 10% - TITHE
WHY - God asks His people to give 10% and then trust Him with the rest.
HOW - Give directly to Home Church and be prepared to report dates/amounts.
- 20% - PROGRAM
WHY - This will help provide more resources for our growing program.
HOW - Cash/money order and completed form to front desk at Victory Square.
- 30% - SAVINGS
WHY - This amount will cover initial P3 Housing Deposit/Rent.
HOW - Cash/money order and completed form to front desk at Victory Square.
 - Leaving or being removed results in a 10% processing fee.

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- Participants must request savings within 14 days of leaving the program.
- Allow 10 days for VM to process and provide savings to the Participant.
- 40% - PERSONAL
 - WHY - Each participant will keep this to grow their financial responsibility.
 - HOW - Keep this amount (expenditures > \$100 requires Chaplain approval).

3. PHASE 3

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

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

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

4. ROMANTIC RELATIONSHIPS

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

5. GRIEVANCE POLICY AND PROCESS

It is the philosophy of Victory Mission that all people be treated fairly, whether by staff or other Participants. If anyone feels they have not been treated fairly or has a legitimate

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

6. RESIDENTIAL SUPERVISION

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

7. NON-DISCRIMINATION POLICY

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

8. MEDIA RELATIONS POLICY

Signing the program handbook covent below authorizes Victory Mission to:

- Record my participation and appearance on video tape, audio tape, film, photograph or any other medium.
- Use my name, testimony, likeness, voice and biographical material in connection with any media (website, social media, and printed publications, as well as, educational or promotional material).
- Exhibit or distribute such materials in whole or in part without restrictions or limitation for any promotional purposes which Victory Mission and those acting pursuant to its authority, deem appropriate.

9. HOME PLANS & COURT STIPULATION

When a man applies for entrance from the Department of Corrections, County Jail and/or is stipulated to be in this program he may not leave the program side and switch to the 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

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be suspended from Victory Square for Men for 60 days. Rare exceptions to this will only be considered and allowed by Chaplains on a case by case basis.

10. PHASE 3 CELEBRATIONS

Upon successful completion of Phase 2 and 3 each Participant will be recognized in a program ceremony that celebrates both the transitions to Phase 3 and full program graduates. Phase 3 graduates will receive a certificate of completion. Phase 3 Celebrations will be held every 2 months (times and locations to be determined).

13. TOXIC CHARITY

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

12. 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 program.

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: _____