

H  
A  
N  
D  
B  
O  
O  
K

THE  
EMBASSY  
RESTORING LIVES & BUILDING FUTURES

Men's  
Restoration  
Ministry

660-851-2283  
111 North State Fair Blvd, Suite 20  
Sedalia, MO 65301  
info@theembassyinc.org  
www.theembassyinc.org

Revision 1.1

October 2016

# Contents

<b>Program Curriculum</b>	Page 3
Spiritual Development	
Life Skills Development	
<b>Procedure for Entry</b>	Page 4
<b>Participant Conduct</b>	Page 5
Guidance for Conduct	
Biblical relationships of “one another” verses	
<b>Program Policies</b>	Page 7
Church Attendance	
Classes	
Community Service	
Contraband	
Daily Chores	
Devotions/Quiet Times	
Drug and Alcohol testing	
House	
Laundry	
Life Needs	
Mail	
Meals	
Medicine	
Program Fees	
Transportation	
Work Policies	
<b>Dismissal, Check-out, Re-Entry</b>	Page 11
<b>The Embassy Agreement</b>	Page 13

# Program Curriculum

The Embassy provides a program designed for men who recognize they have a life-controlling problem and desire to change their life through a personal relationship with Jesus Christ. The program strives to rebuild the sense of self and confidence to be a leader, whether in work, community, church, or family. The program consists of two areas of development: spiritual and life skills. The curriculum is designed to provide growth in a Christ led life. A true change in a man's life begins with the acceptance of Jesus as their Lord and Savior.

## Spiritual Development

Orientation

New Believer Fundamentals

- How to study the Bible
- How to Pray
- Christian Fundamentals
- Bible Study
- Church Attendance
- Bondage Breaker

Discipleship Education

- Exposition of Romans
- Cleansing Seminar
- How to be a Christian husband
- How to be a Christian father

## Life Skills Development

Life Planning: Setting goals

Managing Your Health

Managing Money

Education Planning

Employment

# Procedure for Entry

The restoration program is a voluntary program. The Embassy is not a homeless shelter. Applications will be accepted only from men who are committed to a life change and who desire a personal growing relationship with Jesus Christ. All applicants will be required to sign a written agreement stating they will commit to continuous spiritual growth while in the program.

- All applicants must be 18 years of age or older to be considered for admission.
- Applicants must be physically able and mentally stable to participate in all living situations and classes.
- In the event of bed unavailability, applicants should contact our office every week or two to determine program availability.
- A criminal check and a current wants/warrants check will be made on each person submitting application to The Embassy.
- All applicants must inform The Embassy of all outstanding legal matters and court dates prior to entry.
- If legal matters arise during your program time, you may be asked to leave, as this is not The Embassy's responsibility.

## Application process is as follows:

- Obtain an Intake Form from the website. ([theembassyinc.org](http://theembassyinc.org))
- Provide a valid and current picture ID and social security card.
- Read, complete, and sign the Intake Form.
- Deliver or mail the completed form to:

The Embassy  
111 North State Fair Blvd, Suite 20  
Sedalia, MO 65301

- The Intake Form will be reviewed by the Ministry Director.
- If accepted into the program, the Ministry Director will contact you for an interview appointment. Read and sign the agreement page of the Handbook prior to the interview.
- The Ministry Director will review this handbook and agreement page with you. The handbook is for you to keep the entire length of your stay. The agreement page will stay with the Ministry Director.

# Participant Conduct

The conduct of the participant is expected to honor God. The goal is in keeping with the principal that the participant desires to become a Godly Christian man. The guidance for conduct is in scripture. The following verses from Galatians establish the basic outline for conduct. More specific conduct is found in the Biblical relationships of “one another” verses.

## Guidance for Conduct

- Galatians 5:19-20, The acts of the flesh are obvious: sexual immorality, impurity and debauchery; 20 idolatry and witchcraft; hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions 21 and envy; drunkenness, orgies, and the like. I warn you, as I did before, that those who live like this will not inherit the kingdom of God.
- Galatians 5:22-26, But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, 23 gentleness and self-control. Against such things there is no law. 24 Those who belong to Christ Jesus have crucified the flesh with its passions and desires. 25 Since we live by the Spirit, let us keep in step with the Spirit. 26 Let us not become conceited, provoking and envying each other.

## Biblical relationships of “one another” verses

- **Be Members of One Another**, describes the intimate relationship of Believers
  - Romans 12:5, *so in Christ we, though many, form one body, and each member belongs to all the others.*
- **Love One Another**, commandment repeated more than others
  - Romans 12:10, *Be kindly affectionate to one another with brotherly love,*
- **Honor One Another**, there are no “superstars”. We are all members of the team
  - Romans 12.10, *Be devoted to one another in love. Honor one another above yourselves.*
- **Live in Harmony with One Another**, live at peace with everyone.
  - Romans 12.10, *Live in harmony with one another.*
- **Be in One Accord with One Another**, unity is the key
  - Romans 15:5-6, *May the God who gives endurance and encouragement give you the same attitude of mind toward each other that Christ Jesus had, 6 so that with one mind and one voice you may glorify the God and Father of our Lord Jesus Christ.*

- **Accept One Another**, we fail this if we judge others or are prejudiced in our opinions
  - Romans 15:7, *Accept one another, then, just as Christ accepted you, in order to bring praise to God.*
- **Admonish One Another**, The Greek word for admonish (*nouthesia*) meaning exhortation, correction, and advice. When instruction or admonition is given according to the Bible, it is not judgmental, because correction is directed toward restoration. Judging signifies condemnation and only God has the right to condemn.
  - Romans 15:14, *Now I myself am confident concerning you, my brethren, that you also are full of goodness, filled with all knowledge, able also to admonish one another.*
- **Greet One Another**, we should express our brotherly love to one another.
  - Romans 16:16, *Greet one another with a holy kiss. The churches of Christ greet you.*
- **Serve One Another**, the word “minister” (*diaknono*) means to serve.
  - Galatians 5.13, *You, my brothers and sisters, were called to be free. But do not use your freedom to indulge the flesh; rather, serve one another humbly in love.*
- **Carry One Another’s Burdens**, it has to do with the confrontation of sin in another believer
  - Galatians 6.2, *Carry each other's burdens, and in this way you will fulfill the law of Christ.*
- **Bear with One Another**, This principle means to be tolerant toward others, ie., to patiently allow for their weaknesses and idiosyncrasies.
  - Ephesians 4.2, *Be completely humble and gentle; be patient, bearing with one another in love.*
  - Col. 3:12-13, *Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. 13 Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you.*
- **Submit to One Another**, it means to yield to the counsel or warning of another
  - Ephesians 5.21, *Submit to one another out of reverence for Christ.*
- **Encourage One Another**, the primary means for this is mutual encouragement in the Word of God
  - 1 Thess. 5.11, (NIV) *Therefore encourage one another and build each other up, just as in fact you are doing.*

# Program Policies

## Church Attendance

- Each participant will be expected to attend Worship Services on Wednesday evening and Sunday morning at a Church that is Bible based.

## Classes

- Each participant will arrive to all classes on time. On time is defined as 5 minutes prior to the scheduled start time.
- Assigned homework for a given class will be completed prior to the start of the class.
- It is the participant's responsibility to schedule time with the class leader to discuss any questions pertaining to the class homework prior to the start of the class.

## Community Service

Prior to obtaining employment, all participants will participate in Community Service. The purpose is to understand the sense of freely giving to (serving) others. Places designated for Community Service will be provided by the House Manager.

## Contraband

- Any contraband is NOT allowed in the house and is defined as, but not limited to, weapons, drugs, alcohol, and/or pornography. We reserve the right to check your belongings/room if it is believed you have anything the staff feels to be inappropriate. Any participant possessing contraband in any and all forms will not be allowed back into the house until after a meeting with the Executive Director, Ministry Director, and the House Manager and may face dismissal from the program and the house. Criminal charges may be pursued.

## Daily Chores

- Chores will be assigned by the House Manager to all participants.

## Devotions/Quiet Times

- Devotions will occur at 7:00am Monday through Saturday and are to be attended by all.
- Quiet time will be one hour prior to lights out.

## **Drug and Alcohol testing**

- Participants must submit themselves to random drug and alcohol tests at the discretion of The Embassy staff. Participants may challenge a positive read by taking a second test, and/or having a third-party test within 12 hours of initial test (any extra incurred fees will be the responsibility of the person requesting further verification). Refusal to test will result in immediate dismissal. Participants with a positive reading will be asked to leave the house until after a meeting with the Executive Director, Ministry Director, and the House Manager, and may be dismissed from the program.

## **House**

- The Embassy will provide necessary furnishings for the house to establish a home setting for the participant.
- Children are not allowed in the house.
- Curfew: Unless at work or at school participants must be in the house by 9:00 pm for quiet time and in their room by 10:00 pm. All participants, unless working 2nd shifts, must be up by 6:30 am and at morning devotion at 7:00am.
- No pets are allowed.
- No women, other than Embassy staff, are allowed in the house at any time without expressed permission by the Executive Director.
- Any visitors must first sign in with the House Manager and meet with participant in the living room.
- Smoking is not permitted in the house
- There is no internet access in the house.
- Television may be viewed only with DVD based movies and teachings approved by House Manager in collaboration with Ministry Director.
- No roaming the house after lights out.

## **Laundry**

- The Embassy provides a washer/dryer in the house.
- Laundry is to be done at the prescribed times.
- Participants are responsible for their own laundry.
- The Embassy is not responsible for lost, stolen, or ruined clothing.



## Life Needs

- Time (and assistance as available) is provided for participants to take care of:

### What

Restitution  
Driver's License  
Parole Plan  
Substance Abuse counseling

### Where

Court  
License Bureau  
Probation & Parole Office  
Pathways

## Mail

- Participants are responsible for all envelopes and postage for personal mail.
- All incoming mail is distributed by the House Manager.
- Outgoing mail must be sealed and placed in the designated mailbox.
- The Embassy reserves the right to open and inspect all mail and packages in the presence of the participant.
- Any mail containing contraband will be confiscated and reported to authorities.

## Meals

- Meals will be eaten as a group, exceptions made for schedules for Life Needs and Employment.
- Meals will be prepared by the House Manager with assistance of the Participants as assigned.
- The source of food items will be purchased by The Embassy, community donations, or contributions from participants.

## Medicine

- Only drugs prescribed by a Doctor are permitted in the house. At the discretion of the House Manager, some prescriptions may be kept locked in the House Managers office's. The medications will be made available at the participant's request

## Program Fees

- In order for The Embassy to continue providing quality assistance, program fees will be required from each participant that is employed. Fees are \$100/week. This is not a tenancy fee or agreement.
- Programs fees are due on Monday for the previous week.

- Any situation affecting the participant's ability to pay program fees on time and in full must be discussed with and approved by the House Manager and Executive Director before the account is delinquent.
- Working on assigned community service hours, as well as time looking for employment will qualify as a substitute for program fees until steady employment is obtained. Consequences for late/unpaid fees may result in dismissal from the program.

## **Transportation**

- All participants are responsible for their own transportation. In an effort to assist, The Embassy offers limited transportation, as well as a limited amount of vouchers for The Bus.

## **Work Policies**

- At the point of the program that the participant is to obtain employment, the participant is expected to make a full time job out of finding a job. Daily job search will be required.
- All unemployed participants must work a minimum number of volunteer / community service hours per week and record their hours. The minimum will be based on each participant's individual schedule and communicated by the House Manager.
- Participants who become sick and leave the job must inform the House Manager upon their arrival to the house.
- Participants are to provide a current weekly work schedule to the House Manager.

## **Dismissal, Check-out, Re-Entry**

- The reason for a dismissal is that the participant has demonstrated they are no longer committed to continuous spiritual growth.
- Dismissed participants will not be reconsidered for re-admittance to the program for a period of 30 (thirty) days. The person re-applying must show signs of a genuine willingness to change and comply with program regulations.
- All participants leaving The Embassy either through completion, dismissal, or a voluntary decision must go through an exit interview and complete all checkout procedures with The Embassy staff.
- Court appointed men or men on parole may be dismissed from or choose for themselves to leave the program. The sentencing court and probation/parole may be notified.
- Rooms are to be left in good, clean condition.
- The Embassy is not responsible for any personal property left by the participant after leaving The Embassy. Property that is left behind becomes the property of The Embassy if not picked up within 48 hours after leaving the program unless special arrangements are made with and approved by the House Manager.
- If you are asked to leave for violence or stealing, criminal charges may be filed.
- If you are asked to leave for any reason, funds you may have paid in advance will not be returned to you (fees, deposits, etc.)
- All rights and privileges are immediately revoked upon dismissal from program.

Anything not covered in this handbook is to be handled at the discretion of The Embassy staff. The word of The Embassy staff and Co-laborers is always to be adhered to.



# The Embassy Agreement

All policies are subject to change according to the circumstances, time, place and attitude of the participant. This will always remain at the discretion of the program director(s).

I have read the entire Men's Restoration Handbook and Agreement. I commit to pursue an effort of continuous spiritual growth while in the program. I understand the terms and conditions that are detailed within. I agree to and will comply with the terms and conditions within this handbook. I understand that I am a client of The Embassy. My program fee is only a program fee and not a tenancy agreement. I, the undersigned, have received a copy of this handbook and agreement for my possession.

*Client/Participant Agrees:*

Printed Name: \_\_\_\_\_

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

*The Embassy Ministry Director:*

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

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