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THE
EMBASSY
RESTORING LIVES & BUILDING FUTURES

An Outreach of Working Men of Christ Ministries



**Men
In Restoration**

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The Embassy

Introduction

The Embassy is a non-denominational, faith-based restoration ministry. The Embassy guides men who are in a life track of brokenness, deception, and manipulation onto a new life track of becoming a productive, healthy life in Jesus Christ. The program is designed for men who recognize they have life controlling problems and desire to change their life through a personal relationship with Jesus Christ. The program consists of spiritual and secular development. The spiritual development leads one through Christian fundamentals, study of the Bible, church attendance, and discipleship study. The life skills development leads one through setting life goals, education planning, gaining employment, restoring family relationships, and managing health and finances.

- **Our vision** is to have a community of resilient and virtuous people whose lives have been redeemed and restored by God's love, and who share that love with others to transform and restore lives to wholeness.
- The **mission** of The Embassy is advancing the Kingdom of Christ by equipping, restoring, and empowering broken people who have seen a glimpse of hope.
- The **goal** of the men's ministry is equip them with an understanding of purpose that is only truly found in Jesus Christ and to walk out that a life that reflects that purpose in all aspects that are involved in their life span.
- The **purpose** of the men's ministry is to set the stage for them to enter a new life track from a position of strength that is only found in Jesus.
- The **program** consists of two main areas of development: spiritual and life skills. The effort is to bring the person from a life track of deception and manipulation to a life led by Jesus Christ. Some aspects of the program will be conducted in class settings led by the House Manager and Co-Laborers. Some aspects of the program are situational and teaching will occur as opportunities arise. All efforts will be under the direction of the Executive Director.

Accountability

The Embassy Ministries is a board led ministry.

Doctrinal Statement

We believe in One God, Maker of heaven and earth, manifested in three persons: Father, Son, and Holy Spirit.

We believe that God loves and embraces all people from every tongue, every tribe, and every nation.

We believe that Jesus Christ, born of a virgin, was crucified, died and buried, raised on the third day, and lives eternally as Savior on behalf of all who come to Him. The fullness of the Godhead dwells within Jesus Christ. He is fully God and fully man. Jesus Christ has been given all authority in the heavens and in the earth. He is King of kings and Lord of lords. He is God over all gods. He is the Way, the Truth, and the Life, and no man comes to the Father except through Him. The name of Jesus Christ is the only name by which man can be saved.

We believe in the Person of the Holy Spirit, who empowers and fills all believers in Jesus Christ who desire His Presence.

We believe in all the Gifts Holy Spirit gives, (tongues, interpretation of tongues, prophecy, word of knowledge, word of wisdom, discerning of spirits, faith, healing and miracles.) These gifts are available to all believers. The gifts are to be operated through believers for the building up of the church and to encourage those who do not believe in the truth and the reality of God.

We believe the Scriptures are the holy inspired Word of God.

We believe that the wonderful news of God's love needs to be shared with all people.

We believe God loves you with an everlasting love and has come to give all a future and a hope!

Ministry Values

The Embassy Ministries discipleship homes are founded on core values of discipleship that help set the standard for our homes.

Discipleship - Discipleship is a process of submitting to teachings and instructions that will help you to learn, apply and expand on the teachings and instructions you chose worthy to submit to. Submission to others empowers you to learn from their successes and then expand what you learn from it into your own life and sphere of influence. A successful disciple is willing to submit to authority while inspiring other's in his/her sphere of influence to do the same because they recognize the results of it. Following is a definition of discipleship:

A DISCIPLE IS A CHRISTIAN LEADER - Called to lead others in a new way with an attitude of servant hood. Servant hood is explained in Matthew 23:11-12 Living Bible, the more lowly your service to others, the greater you are. To be the greatest, be a servant! But those who think themselves great shall be disappointed and humbled and those who humble themselves will be exalted.

SOME NATURAL QUALITIES A DISCIPLE DISPLAYS – If we know and are focused on our priorities we have a sense of direction - allowing us to live to our full potential.

A DISCIPLE HAS DISCIPLINE - this involves accepting the discipline of following Christ each hour and day living in His presence continually.

A DISCIPLE KNOWS REALITY - by being aware of surrounding people and circumstances with a readiness to serve them.

A DISCIPLE SHOWS EMPATHY - by identifying themselves with other people in joy or sorrow.

A DISCIPLE TAKES INITIATIVE - by being a self-starter, sizing up the needs and meeting every situation as an opportunity.

A DISCIPLE IS GENEROUS - when you live and act in gratitude for what God has done and is doing for you by exhibiting thankfulness to others for God's generosity.

SPIRITUAL QUALITIES OF A DISCIPLE - A disciple has a living, active faith, not just a belief that God exists. They have a motivating conviction that Jesus Christ is Lord, that He is worth the risk and that all things are possible with God.

A DISCIPLE HAS TO BE HUMBLE - A disciple knows he has not arrived, but has a defined plan and destination. A disciple is teachable, open to truth - is unblocked by false pride or the need for attention.

A DISCIPLE IS FULL OF HOPE, being sustained by God when human hope ends. A disciple remembers the open tomb. Even dead ends and death are doorways to new life. A disciple perseveres with the belief that ALL things are possible with God.

Love is the key ingredient in all of life's recipes. GOD IS LOVE. A disciple has love for others and he shares it. The depth of a disciple's love measures the dedication of their discipleship. The love of God is a willingness to sacrifice self for the wellbeing of others.

Discipleship is a standard with The Embassy. Ministry. Understanding its purpose and the results it produces will provide you a successful start to transitioning into a new and exciting life and life style in Christ.

Ministry Mission Statement

THE EMBASSY provides discipleship houses and spiritual growth programs that help men move to a sustainable, Christ-centered life.

Vision

We envision a community of Christ-followers who move from the tragedy of brokenness to victory through Christ's grace and mercy.

Our Values

The same values that are laid out and written for us in God's Word. We will adhere to these values by admitting our weaknesses and allowing God to empower us. The desired result would be then a life of holiness and Godliness.

Student Guidelines

This handbook gives details of the policies, fundamental principles, student living guidelines, an overview of the program and the basic expectations for being part of our Discipleship Homes.

General Information - THE EMBASSY housing program are discipleship homes that believe true recovery and deliverance from our old life of self is only possible by the work of Jesus Christ and His transforming power. The only way from abstaining from our old life is by the renewing of the heart and mind by the Word of God and His fullness, which is required in our home. Our homes are a place of healing and that is our main focus. Our requirements are that the men have a desire to live a life of progress rather than perfection by always abounding for the prize of the upward call. The men coming to discipleship homes will learn skills to become productive members of society.

Transition Plan: - In order to make the transition from the discipleship home to the next season of life, a number of issues must be considered and arrangements need to be made (e.g. determining what church to attend in order to find appropriate pastoral guidance and secure Godly fellowship, seeking employment, getting a driver's license, seeking housing, the purpose of making important contacts and necessary arrangements). The program's directors and mentors will assist the students whenever possible in making all necessary contacts.

Features of the Programs: - Bible Study and Church attendance: Romans 12:1-2 reads, “Therefore I urge you, brethren, by the mercies of God, to present your bodies a living and holy sacrifice, acceptable to God, which is your spiritual service of worship. And do not be conformed to this world, but be transformed by the renewing of your mind, so that you may prove what the will of God is, that which is good and acceptable and perfect.” Bible studies and regular attendance at church services are paramount to this renewal process.

Church: THE EMBASSY provides students the opportunity to attend church. The first 30 days the students attend the scheduled churches as a group. After 30 Days students can attend a church of their choice with a mentor. The process will be explained to the student upon entering the program. This is at the discretion of the housing director.

Weekly House Meetings: Students will meet weekly to discuss house matters and report on their adherence to program standards as a part of our peer accountability program.

Mentors: Students will have the opportunity to acquire mentors who can help guide them and disciple them in their walk with Christ and their recovery.

Student Requirements and Expectations

The Embassy, Ministry Inc. is a Christian based program designed to identify and assist ex-offenders willing to face the reality of a failed life and embrace the challenge of going through a life transforming process. It requires identifying and dealing with your past with a positive plan of attack and using that experience and information to prepare a positive successful plan to support the transformation process.

The Embassy discipleship houses maintain a strict spiritual and moral structure with accountability. Our goal and purpose is to provide a consistent structure and format to guide men/women through the transition process of being restored to productive and accepted members of their families, churches and society in general.

The Embassy program is Christ centered and has strict requirements of program participation, spiritual growth, moral standards, code of conduct and accountability. It provides hands on teaching and training of spiritual, moral and social skills to provide a successful life in Christ and in your local community.

The Embassy program requires commitment and submission to the principles of the gospel and to the leadership and instruction included in the program. The defined purpose of the program is to provide the tools and inspiration to transform men and women into a disciple (leader) in your family, church and community.

A successful start in your transformation process requires your planning for and successful management of your parole plan, restitution, child support and any other payments and/or programs. The Embassy program requires you to prepare a comprehensive list of all your debts and parole plan programs that are required to be prepared and completed for your exit plan. Your exit plan is designed to; 1) develop a plan, including a budget, that address the successful disposition of your parole plan requirements and, 2) develops a structured plan with attainable goals and definable strategies to plan a successful exit strategy from the discipleship house. In addition, it serves as a basis for a successful and prosperous future that helps separate you from the failures of the past and leads to a successful future.

Admission Criteria/Standard Rules

A potential student must be the following:

At least 18 years of age, single, widowed, married, engaged, or divorced, and without children under their direct care.

A United States Citizen able to read, write, and speak English (we are unable to accommodate Spanish speaking applicants at this time).

A willingness to follow the Christian faith. To adhere to the ministry values, vision, and guidelines The Embassy Ministries.

Disclose ALL charges and include explanations.

Drug and alcohol-free for 30 days before being admitted to the ministry and agree to submit to random drug tests.

Must consent to release of medical records, prison files, and case management records.

Standard Rules

These rules and agreements are made at the sole discretion of the Director, and he can and will have the final say in all matters affecting the safe and productive shared living arrangements agreed upon herein.

THE EMBASSY is an evangelical, Christian program. Students must desire to attend the Discipleship Homes and have personally submitted their application and be willing to participate in the residential program with a commitment of 6 months to 1 year before entering.

PLEASE NOTE: THE EMBASSY reserves the right to accept or deny any applicant. Intentional falsification of information may result in denial of application and/or removal from the program.

Use of any Alcohol or Drugs will be grounds for immediate eviction. No narcotic medications are allowed in the house. Undersigned agrees that one hour will be given to vacate premises of The Embassy Ministries. Party will be given 7 days following eviction to pick up all personal belongings. Anything left on premises after 7 days will be considered abandoned and will be donated to an appropriate charity. THE EMBASSY is not responsible for said properties of party.

Undersigned agrees to submit to a Breathalyzer & or Urinalysis upon request. Failure to submit to either will be considered as a positive result and will be grounds for removal from premises.

Assigned house chores will be done daily before 8:00pm. Chores will be checked and signed off by the House Mentor. Failure to do your chores will result in fines and/or restrictions. It is the student's responsibility to read the chore list before starting assigned chore. The student's responsibility is to notify the staff when chore is completed.

Transportation will be provided by The Embassy for parole, treatment appointments, etc. All other transportation need's will be on a scheduled approved basis and student's will be charged \$3.00 per trip. Transportation for nondisabled or employed students will be pulled after 90 days per decision of Housing Director/or Executive Director.

Mandatory house meetings will be attended every Sunday at 5:00pm. Also, all men's meetings are mandatory. Repeated tardiness and failure to attend mandatory meetings will be grounds for removal from the program. Being late to the mandatory meetings will result in a fine, not showing for a mandatory meeting will result in a fine and you will be on disciplinary contract for being absent the second time. Sunday and Wednesday worship is required at a Christ Centered Church approved by The Embassy. The first 30 days students will attend church services for the first 30 days. After that students can attend a church approved by The Embassy, two Sundays out of the month with a mentor. The Embassy ministry events override any set plans unless approved by the House Director to miss the event.

All students must maintain a minimum of 20 hours per week outside employment. All new students must be actively seeking employment and are required to be employed no later than two weeks from move in date, and while unemployed, you must complete twenty 20 hours of documented in house community service or actual community service, unless arrangements have been made by House Mentor or Director.

You are required to clean up after yourself. No personal items are to be left in the common areas. No dirty dishes left in your rooms or common areas. You are responsible to maintain your bedroom, make bed daily, no dirty dishes or laundry, etc. Failure to comply will result in a fine for each item left in these areas. Room checks will be done by House Mentor on a daily basis by 10:00pm.

Verbal or Physical Abuse to one another, on the telephone or to anyone WILL NOT be tolerated AT ALL! Any type of physical violence will be grounds for removal from house immediately, and the proper authorities will be called. Gossip will not be tolerated.

For the first 30 days at the house, there will be no overnight visits. If you are not married you will not be able to stay overnight with a woman. If you are married it is up to the discretion of Director. It is also agreed that all students will use sign in/sign out/ board, posting information as to the whereabouts. This is as much for your safety as for accountability. This is MANDATORY. It is also agreed that a curfew of 10:00pm on weeknights (Sunday thru Thursday) and 11:00pm on weekends (Friday and Saturday) will be enforced. There will be no dating while you are in the program and limited phone calls. The only personal phone calls to be accepted are to be from family members or your mentor. Student may be allowed 1 overnight after 30 days, 2 overnights after 60 days, and 3 overnights after 90 days.

No telephone calls from women, other than relatives, will be allowed.

Telephone calls are to be limited to ten to fifteen minutes. Please limit the number of phone calls daily. No telephone calls before 7:00am or after 10:00pm unless it is an emergency, will be allowed. No telephones are allowed in bedrooms or bathrooms. For the first 30 days you cannot have your cell phone unless approved by Director. Cell phones must be turned upon your admission into the program. You are responsible for any international calls. Students will need to keep important phone numbers in some form of address book.

Within the first 30 days, the only time you should be away from the house is for meetings or job search, with a senior member of the house, the House Mentor or personal Mentor, or the Director. After 30 days, one overnight will be allowed. After 60 days, two overnights will be allowed. After 90 days, three overnights will be allowed. All this is based on the fact that all your spiritual needs are being met. To receive overnights your shared daily living expenses must be up to date and you must be employed. Overnights are a privilege, not a necessity. They can be denied if the House Director feels or believes that your sobriety is in jeopardy or you are not meeting your responsibilities and not spiritually fit. If you are in arrears in your living expense for more than 2 weeks you will be asked to leave, unless justified.

SMOKING IS NOT ALLOWED ON PREMISES OR OFF PREMISES.

When a student is working a full-time job shared living expense is \$110.00 per week with a \$75.00 fee for the first week. When the student is working a part-time job shared living expense is 40% of net income up to \$110.00 per week. A full-time job is defined as employment with an individual or company that is 38 or more hours per week and part-time work is defined as working for a company or through a Temp Service less than 38 hours per week. If you're shared living expenses are two weeks behind, you will be RESTRICTED to the premises and reviewed by the House Director for further action. You are responsible for your own personal items once you are employed. These items include laundry soap, toothpaste, bath soap, shampoo, and

snacks. You are to maintain your personal hygiene. **A two week notice must be given when student is moving from the house and any obligations owed are due prior to vacancy.**

If your living expenses are not paid to date and you are not employed, then you shall stay on restrictions until your obligations are met to the satisfaction of the Director.

In the event the client decides to leave the discipleship home, the client will not take belongings until living expenses are paid in full or any other obligations to The Embassy Ministries that need to be fulfilled, unless other arrangements have been made with the House Director. Once again, client's belongings will only be kept for 7 days from the time of client leaving the property.

House meals may at times be included depending on Ministry finances. Breakfast cereals will be available and you will be responsible for serving your own breakfast. Bread and lunchmeat will be made available for each man to make his own sack lunch in the house. You are responsible for this meal. You will be responsible to sign up for the dinner meal and it will be served from 5:00pm to 7:00pm. If you need a dinner meal saved back, please let your house mentor know.

Stealing will NOT be tolerated. This includes monies, food, personal items, laundry supplies, or any other thing that does not belong to you. Immediate eviction will result and authorities will be called. Also, any type of disrespect or flagrant abuse or damage to another's property could result in eviction or restriction or appropriate sanction. This will be at the discretion of the Director. You will be financially responsible for all property damage that may occur as a result of disorderly actions or carelessness of the home and/or any students of the house. It is also agreed that all monies paid to The Embassy for the purpose of shared living expenses become the sole property of The Embassy.

If upon change of residence any monies returned to the undersigned are at the sole discretion and convenience of the Director. There can be no exception or obligation of said monies, except for the shared living arrangement agreed upon herein. If you leave without reasonable notice you shall forfeit all monies to The Embassy Ministries.

God has provided these homes as stepping stones in your new walk. These homes will not enable you to continue to act out in character defects or your old way of living. **NO FOUL LANGUAGE OR CURSING ALLOWED.** Our home has a kind and loving environment for you to let your guard down, build trust with other men, and build your faith in Jesus Christ. We encourage change and continual growth. Our foundation is Christ Jesus and is correct family values, doing the next right thing and treating others as it is written in God's Word. He is the Teacher, we are the students. Welcome home. John 15:12-16

Student Life

General Guidelines

Care for the home is the responsibility of every student in order to maintain a peaceful and safe environment where everyone respects each other and all property at all times.

Be kind and courteous to others even if they do not act that way to you. (Do unto others, as you would have them do unto you).

Speak to and treat everyone with respect.

Violence is never tolerated and will lead to dismissal.

No Weapons are allowed on the premises or on the person of any student at any time.

Respect the House property and the property of others. Do not take it or break it, it is not yours.

Student will be responsible for replacing items they damage or break.

Be respectful of the personal space of others; that includes sound. Do not be loud or disruptive. Quiet time is before 6:30am and after 9pm during the week, 7:30am to 10:00pm on weekends.

Do not share personal items.

Conserve water and electricity.

Recycle when you can.

Do not be wasteful.

Keep noise levels down. (TV, Stereo, music, voice, opening and closing doors.)

Clean up after yourself.

Keep windows closed in summer and keep the blinds down during the day.

Keep your room clean, neat, and orderly.

Do not let water run unnecessarily.

Empty trash and recycle into the bins daily if needed.

If you use an item that is part of the home, (dishes, media, etc...) return it to its proper place.

Students are responsible for all cleaning at the house, and they will be responsible for watering the plants in the yard.

Do your best. Change brings new and unfamiliar things and can be difficult at times, even when it is change for the better. Take one day at a time and give your best each day.

Trust God. You came into this knowing that it is faith based. Sincerely draw near to God and you will be amazed how your life will change for the better!

Be honest and transparent! If you are struggling with an area of sin, or need help, ask for help! That is why we are here, to help you gain victory through grace, mercy, and love.

Personal belongings

Student may bring and acquire:

Clothing: Modesty is a must. Remember you don't just represent yourself but those you live with and THE EMBASSY.

Hygiene items such as shampoo, conditioner, soap, etc....but not in excess, and if a student does not have these items upon entering they will be provided.

Personal papers, journals, legal papers, and personal documentation.

Student may not bring or acquire:

Items that would be a violation of your parole conditions.

Any acquiring of excess will be brought to the attention of the Housing Director/Overseer of the Discipleship Homes.

Student Living and Care

Home Life

Each student is required to stay on the premises when at the THE EMBASSY Discipleship Homes and to remain with staff at ALL times when out at events such as conferences. It keeps everyone accountable.

Student is required to keep their rooms neat and clean. Common living area tasks will be scheduled and rotated so that no one has the same job continuously. These tasks will be posted so that all students are aware of their assigned tasks.

Each student is required to participate in the cleaning tasks and care of the home including continual upkeep, regular and seasonal cleaning, and these tasks will be described in detail upon entry of the discipleship home.

Meals are communal, everyone will be on time, help prepare, and clean up.

In common living areas lights out is at 10:00pm on weekdays (Sunday through Thursday) and 11:00pm on weekends (Friday and Saturday), unless agreed upon by staff.

Laundry day will be assigned. Laundry is not to be started before 6:00am. Clothes need to be out by 10pm of your assigned day. There will be a fine for using the laundry when it is not your assigned day and a thirty-day restriction from using house laundry facilities. Keep filters in dryers cleaned out for the next person.

Education

Each student shall attend all bible studies and scheduled events unless approved by Director for absence or for scheduled work.

Other classes and educational opportunities will be made available to each student on an individual basis and if assigned to the student they will be considered required classes.

All books, magazines, and other reading materials must conform to the Christian philosophy and guidelines and must be approved by staff.

Planned Activities

Student will participate in planned activities. The goal is to help students find wellness in body, soul, and mind. As student explore new activities they will gain self-confidence, social skills, and wellness. Some of the activities include:

Games

Outings

Shopping

Personal (such as swimming, biking, and weight training)

Discipleship House Telephone Use

The only personal phone calls on the House Landline are to be from family members or your mentor. No telephone calls from women will be allowed.

Telephone calls are to be limited to ten minutes. Please limit the number of phone calls daily. No telephone calls before 7:00am or after 10:00pm unless it is an emergency, will be allowed. The House telephones are not allowed in bedrooms or bathrooms. For the first 30 days, you cannot have your cell phone unless approved by the Director. Cell phones must be turned in upon admission and will be returned after two weeks or at the discretion of the Housing Director. You are responsible for ALL International calls and can only be made with phone cards.

The House landline may be used in off hours for approved calls and are limited to thirty-minute intervals. Please be mindful of others, and time constraints. All calls need to be in communal areas.

All students are free to speak with a government official, a probation officer, attorney, or Pastor during working hours throughout their time at THE EMBASSY Discipleship Homes.

Mail and Correspondence

Mail and hand-written letters are allowed during the entire time at The Embassy Discipleship Homes from an approved correspondence list. (No letters from the opposite sex unless approved by the Director). All mail will be monitored, both incoming and outgoing.

Electronic Equipment

The media center, computers, electronic tablets, radios, CD, and tape players may be used to aid students in learning and in completing homework assignments. **Tablets, Computers, and personal electronics are not to be used for watching secular programs or movies on the Internet. Equipment may be confiscated if this rule is not followed.**

Students who meet the following requirements will be allowed to have a TV in their rooms.

Working full-time or at least part-time, active participant program, Living Expense is paid up, No Disciplinary Reports, good standing with parole, and Approved by the House Director.

All music, movies, and programs must conform to the Christian philosophy of THE EMBASSY Discipleship Homes and be approved by the House Director.

The staff on duty will determine volume.

Internet Use and Access

Internet usage is allowed during program hours for research, work, and class usage. Facebook, and other entertainment sites are not allowed in the first 6 months of the program. Limited access will be given after that as determined by staff.

The Embassy will have safeguards on the Internet and not all sites will be available to students. Staff will check personal computers, and work computers on a regular basis. Students may not clear caches or history

Family Visits

After the initial probationary period student, may have pre-arranged visits from family that are time and place appropriate, which has been approved by the House Director. Family visits are considered a privilege and not a necessity.

All of The Embassy Discipleship Home directives will be maintained at all times. Wholeness and healing are our goals, and boundaries are an imperative. Until students learn to set reasonable physical and emotional boundaries, staff will do that for them. It is vital that students become empowered to live free of destructive life patterns, and we realize that many times family may act as a catalyst for these behaviors. Safety, wholeness, wellness, and Godliness are guideposts that The Embassy will help students maintain.

Under no circumstances will medications, drugs, alcohol, tobacco, or weapons be allowed during a visit. Sharing of any of these items will lead to loss of family visits.

Transportation

All students will have transportation provided for required activities, such as parole appointments, work, community service, volunteer hours, bible studies, and ministry events. Student will fill out **Transportation Request Sheets** for the weekly transportation needs and turn them in on Sunday afternoon before the scheduled House Meeting.

Students are required to pay for Transportation Fees for personal activities.

Students are responsible for arranging their own transportation to work. The Embassy Discipleship Homes will help provide transportation, provided the student agrees to pay the transportation fee that will be incurred. Students have the option of bikes, bus rides (Paid for by the student), and their own personal vehicle.

Personal transportation will not be abused by the owner of the vehicle, this is at the discretion of the Director.

All laws will be observed while in a vehicle.

Schedule Changes

All requests for changes to a schedule due to illness, or any other reason must be made known to the House Director and approved.

Illness

In some circumstances, it may be necessary to miss a day of scheduled events due to illness. In this event the staff on duty is to be notified immediately.

Volunteering

The Embassy is committed to sowing into the body of Christ as well as our local and surrounding communities. As a participant in The Embassy Discipleship Homes, students are required to serve in all scheduled volunteer activities unless otherwise approved by the House Director.

Student Rights

All students have the right to:

Be treated with fairness, dignity, and respect

Be informed of the policies and expectations of the facility

To communicate and visit privately with their probation officer, attorney and Pastor

Be disciplined in a manner that will not cause psychological or physical harm to the student

All civil rights allowed by law

Permissible Search

The Embassy reserves the right to search a student and their possessions when they arrive. The Embassy reserves the right to search the student, belongings, and rooms again at a later date if it is warranted. Staff may also search the student and their possessions when they return to the premises from a visit away.

Medical and Dental Care

The Embassy is not responsible for medical, emergency medical, dental care or hospital services for student.

All prescriptions and over the counter medications will be given to The Embassy staff upon arrival or when prescribed and will subsequently be dispensed as prescribed or as needed.

Self-medicating is not an option while at The Embassy. Students are encouraged to keep track of scheduled times and dosages, but medications will be administered by staff.

Students are responsible for medical care if needed. Urgent care appointments can be made by staff when needed, as well as regular medical checkups, but these are not required, and are solely the student's responsibility. If emergency medical care is needed staff and students will be educated in how to use 911, and how to administer first aid until help can arrive. Emergency medical numbers will be posted and clearly denoted where all can see them.

Conflict Resolution

As we walk in love and the other values our ministry supports, conflicts should be kept to a minimum. When conflicts arise:

Make every attempt to communicate your concerns with the person you are having the conflict with and find an agreeable resolution. We do not want conflict however minor to remain unresolved, or bitterness may creep in. Please do not go to other students that are not involved to share your side of the story, as this may cause dissension and disunity.

If a conflict cannot be resolved between the parties involved, then THE EMBASSY staff members will be available as mediators. If necessary, a meeting will take place with all involved. Staff will work with all students to bring about the best resolution possible. Students must realize

that there may be shortcomings of their own that may come up during the process, so they should be ready to deal with those issues.

Students will be assured that the purpose of these meetings **MUST** be reconciliation for all involved.

Grievance with a Staff Person

If a student believes that a staff person has offended them, the student is first to go to that staff member and explain the problem in a calm manner. The purpose of this is to achieve reconciliation. However, if reconciliation does not occur, the THE EMBASSY Director will be contacted to request a conflict resolution meeting for the purpose of reconciliation.

Every student has the right to lodge a grievance without fear of retaliation.

Disciplinary Actions

Loss of Privileges: Privileges will be denied when a particular privilege has been abused or when regular responsibilities are repeatedly not being met. Staff will discuss with the student what privilege or responsibility is being abused, and how it is being abused. The student will be advised of what privilege is being denied, for how long, and what is expected when others are participating in the privilege being denied. At the end of the time specified, the matter will be reviewed with the student to determine if action has been taken to correct the problem.

Restriction: Restriction is the loss of privileges and being confined to the Discipleship House. The length of restriction is determined by the severity and type of the infraction of the rules and will be set by the Director. Restriction may come in many forms such as not being allowed to leave the House without a more senior student all the way to only being allowed to go to work, Bible Studies and church.

Extended Chores: A student will be asked to re-do a House chore when it is not completed or is repeatedly incorrectly completed. These chores are the student's daily responsibility and are not assigned to punish the student. A staff member will discuss with the student what else is needed to consider the chore properly completed. Supervision in the chore will be provided to ensure that there is shared understanding about what has been lacking.

Write-ups: A student may be written up for breaking The Embassy policy. If a student receives 3 write-ups they are eligible for immediate discharge.

Immediate Discharge: A student may be discharged from the program as a result of the following: 3 or more write ups, inflicting physical injury with intent to do bodily harm, willful destruction of property, possession or use of a weapon or illegal substances, smoking, drinking alcohol, or exhibiting violent or deviant behavior.

All incidents of disciplinary action will be noted on Incident/Transportation Request Form and Disciplinary Report form. See Appendix

Leaving THE EMBASSY Discipleship Homes

Graduation

Upon completion of all requirements, and having successfully maintained evaluations above expectations, students will graduate from The Embassy Discipleship Homes. There will be an award ceremony honoring the achievement of each graduate, with a certificate of completion, and a letter of recommendation.

After Care Program

The After-Care Program is a voluntary service provided for our students upon successful completion of The Embassy Discipleship Homes. Upon graduation, discipleship will be available for follow-up and accountability to ensure greater success for our students.

Moving Out of the Discipleship Homes

If students choose to withdraw prior to completion of The Embassy Discipleship Homes, they must move out within one 24-hour period. All belongings left behind will become property of The Embassy. Students must leave their room and the facility in the same condition it was in when they arrived. The following will be inspected and approved by staff prior to dismissal:

Bedrooms and bathroom must be thoroughly cleaned.

Walls must be spackled (from nail holes) and painted.

All linens must be washed and the beds made.

Event/Outing Guidelines

During events/Outings, we ask that each student continue to comply with all of The Embassy protocols.

Students will stay with the Director/Group at all times, or where they are asked to stay. This is not optional or negotiable. Students will not minister during an event unless they are asked to by the Director. Students will not be left alone, and if they are asked to volunteer they will have sufficient training and supervision by designated staff. Students will ride with designated Staff and will not leave the event without designated staff for any reason.

If a friend or family member is attending the event, students may request a family visit by notifying the House Director. Family may then sit with the student. Students may not leave with family, or friends unless express verbal or written approval has been given to the student by the House Director.

Dress Code

All staff and students must have proper attire and must exhibit general cleanliness and hygiene. Hair will be clean and styled so that it is away from the eyes. Students will bathe daily and will obey the dress code. Students will show respect for themselves and others.

No obscene logo's or images are to be worn on any item of clothing. No low cut, revealing, or tight fitting tops or bottoms. Shorts are to be at least mid-thigh length and there will be no sleeveless shirts and no saggy pants.

Shoes will be appropriate for the weather and for the purpose of work or occasion.

Volunteer attire is business casual.

Proper undergarments will be worn in the houses during business hours, and any time the student leaves the house.

Swimwear will be modest.

Proper undergarments and outerwear will be worn in the houses during business hours, and any time the student leaves the dorm. Proper sleepwear or loungewear may be worn in common areas after 8:00 p.m.

The Embassy Family Visiting Policy for Students

During family visits, we ask that each student remember that they are representing The Embassy Ministries even though they have been granted time away. Within the program, we have guidelines and boundaries that are in place to protect our students from past destructive thought patterns and behaviors while they learn new healthy thought patterns and behaviors. When arriving at Discipleship Home, these guidelines and boundaries were explained in detail and agreed to. During family visits, we ask that all of the guidelines, boundaries, and rules be respected and upheld.

Under no circumstance will drugs, alcohol, or tobacco be allowed during the visit. No medication may be dispensed **FOR ANY REASON** without prior approval by the Board. Any illegal drug use or sharing of prescription drugs is a violation of policy and can lead to immediate discharge.

No weapons are allowed during the length of the visit.

Visits: All family visits must be scheduled ahead of time.

Movies/Television/Music/Books: We are very stringent in our beliefs about the influences of Movies, Television, Books and Music. All students have agreed to keep all entertainment (movies, television, books and music) within the Christian philosophy of the program. During the family visit we ask that the visiting family NOT bring any secular entertainment (Movies, Television, Books or Music) and we ask the student to uphold their agreement to The Embassy Discipleship Homes and to continue to abstain from secular or inappropriate entertainment during the visit. All secular movies must have prior approval by administration.

All visiting family members have read and consented to these guidelines.

I agree to The Embassy Visiting Policy and will abide by the guidelines within during my family visit

Sign _____ Date _____

Student Personal Vehicle Use Form

Upon approval by the House Director the student may drive their own vehicle to and from work and scheduled events with the proper authorization.

Students must get their driving schedule approved by the House Director. A driving schedule will establish where and when a student intends to drive and at what times i.e.: their work schedule, prayer meetings, church, events, etc...

Communication is of the utmost importance so make sure that the House Director on duty knows where the student is going and how long they will be gone. If the student is running late from work, it is imperative that they call the House Director/House Mentor on duty and explain the circumstances.

Students may not drive with other students in their vehicle unless permission is given by the House Director/House Mentor.

Curfew at the home is 10:00pm on weekdays and 11:00pm on weekends. If the student must work late or will be out later than 10:00pm, it must be approved by the House Director ahead of time.

Student's vehicle must be registered and insured.

Students must wear seatbelts at all times.

Students will not text or talk on the phone while driving.

Students may not offer rides to anyone outside of the ministry without permission from the House Director/House Mentor.

I agree to these guidelines:

Signed _____ Date _____

The Embassy Post Traumatic Stress (PTS) Trigger Policy and Procedure Policy – PTS Triggering

The Embassy will have in place confrontation guidelines for staff/volunteers and students, in order to identify times of trigger reactions due to soul wounding. Staff/volunteers and students will learn the proper response to triggered individuals. Honor, respect, and kindness will be upheld at all times by both staff/volunteers and students, or discipline may follow.

Procedures

Staff/volunteers and students must be educated on what a “trigger” is, and be able to give a verbal, or nonverbal response indicating a trigger has occurred. Triggers are anything that causes the “flight or fight” response associated with a trauma. When an individual feels threatened, afraid, angry, or panicked, and the current situation does not necessarily warrant those feelings, it is probably due to a past trauma. This may take time for students to associate these feelings with soul wounds, but it is important that staff recognize it as soon as possible.

The initial reaction will result in “fight or flight” response. This may cause varying physical responses such as, elevated blood pressure, elevated heart rate, shortness of breath, and tightening of the chest. Emotional responses to a non-emotional situation are also indicators. Anger, rage, feelings of frustration, powerlessness, fear, and the need to run away are also indicators.

If a student becomes belligerent, unruly, wants to run away, or is in a panic, the staff/volunteer must react calmly, with peace, love, and in a non-threatening way, so the student may have an opportunity to calm down and process their emotions.

Once it is determined a trigger incident is happening, a trigger indicator needs to take place. If the person being triggered does not recognize it as such, the staff/volunteer will:

- 1) Stop everything;
- 2) Calmly say “you have just been triggered.”

Once the word “triggered” has been said, give the student time to recognize it as such. Once a trigger has been identified the protocol will begin.

If the staff/volunteer or student realizes they are being triggered, an appropriate indicator is:

- 1) Both hands up in a “Stop” motion
- 2) Say, “I have just been triggered,” or a predetermined trigger response that has been identified for individual student and staff/volunteers.

Remember to keep things calm, and do not move to physically touch the triggered individual until they are able to process the event. Moving in to hug, putting a hand on an arm, or anything physical may cause a new trigger.

Once the trigger indicator has been established, the staff/volunteer has ten minutes before calling the Director for a comprehensive assessment. Staff/volunteers must give the student the first of three five-minute intervals to assess the situation. If the student can verbalize their reaction and asks for help, continue to calmly walk the student through the following steps:

- 1) Ask the student if they are in danger.
- 2) Ask the student if they feel safe.
- 3) Ask the student if they can bring their anxiety under control enough to understand they are safe, and not threatened.

Give the student a Five-Minute Time Out (FMTO) to get under control, and to ask Holy Spirit to show them why they were triggered. The goal is to bring peace to the situation until the root issue can be dealt with.

If the student is responsive to this, and feels they can continue with scheduled activities, this is all that needs to be done.

If the student does not calm down with the initial trigger response and the trigger indicator has been given, but the student continues to act out, either verbally, or nonverbally, even after being given the first FMTO:

- 1) Make eye contact, tell them they have another FMTO.
- 2) At the end of the second FMTO, reassess the situation.

If the student is still acting out, the student will be removed to a safe place while the staff/volunteer calls the Director for a comprehensive assessment of what is happening. This is done in order to protect the student from causing more trauma to them and to staff/volunteers by verbal outbursts. If possible, let the student know they do not have to completely deal with the root issue, but they must deal with the reaction.

If the student is still reacting in anger or is violent in any way, reaffirm the “STOP” trigger motion, tell the student they need to go to a safe place, and walk away.

Staff/volunteers may need to call 911 if a student is violent towards them, themselves, or towards their surroundings (destroying property). The Manager(s) will determine discipline

Up to three Written Warnings will be given before the student is brought before the Committee to determine the student’s status in THE EMBASSY.

I have read and fully understand this procedure:

Name _____ Date _____

Release and Waiver of Liability

This Release and Waiver of Liability (the “release”) executed on (date) _____ by (Name of participant) _____ (“Participant” or “Student”) releases The Embassy Ministries, doing business as The Embassy Ministries (“The Embassy”), a nonprofit corporation, organized and existing under the laws of the State of Missouri, and each of its directors, officers, employees, and agents. The Participant desires to enter as a student into The Embassy Discipleship Housing Program and may also engage in activities related to serving as a volunteer with The Embassy.

Participant understands that the scope of Participant’s relationship with The Embassy is limited to a student position and that no compensation is expected in return for services provided by Participant; that The Embassy will not provide any benefits traditionally associated with employment to Participant and that Participant is responsible for his/her own insurance coverage in the event of personal injury or illness as a result of Participant’s services to, and involvement with The Embassy.

1. Waiver and Release: I, the Participant, release and forever discharge and hold harmless THE EMBASSY and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature either in law or in equity, which arise or may hereafter arise from my activity as a student or from the services I provide to The Embassy. I understand and acknowledge that this Release discharges The Embassy from any liability or claim that I may have against The Embassy with respect to bodily injury, personal injury, illness, death, or property damage that may result or occur while I am engaged as a student or providing volunteer services.
2. Insurance: Further I understand that The Embassy does not assume any responsibility for, or obligation to provide me with financial or other assistance, including but not limited to medical, health or disability benefits or insurance of any nature in the event of my injury, illness, death or damage to my property. I expressly waive any such claim for compensation or liability on the part of The Embassy beyond what may be offered freely by The Embassy in the event of such injury or medical expenses incurred by me.
3. Medical Treatment: I hereby Release and forever discharge The Embassy from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or together medical services rendered in connection with an emergency during my tenure as a participant and/or volunteer with The Embassy. In case of a medical emergency in which the Participant is incapable of making a cogent decision, the Participant authorizes a leader or any assistant leader of The Embassy, who may be present, to authorize any medical diagnosis, treatment, prescription, or hospitalization for the Participant when such leaders deem it to be in the best interests of the

Participant. The Participant authorizes any medical attention, examination, and anesthetic, dental, medical or surgical diagnosis or treatment from medical professionals or hospital services licensed according to the laws of the country, should such treatment be deemed necessary by the leader or assistant leader. The Embassy will not be held responsible for any health care decisions made pursuant to this provision.

4. Assumption of Risk: I understand that as a Student or volunteer with The Embassy, I may participate in activities which may be hazardous to me including, but not limited to, lifting, bending, standing on ladders, exercising, yard work, among others and these could be construed as hazardous activities. As a Participant and volunteer, I hereby expressly assume the risk of injury or harm from these activities and Release The Embassy from all liability for injury, illness, and death or property damage resulting from the services I provide or occurring while I am providing student/volunteer services.

5. Photographic Release: I grant and convey to The Embassy all right, title and interests in any and all photographs, images, video or audio recordings of me or my likeness or voice made by THE EMBASSY in connection with my residing at The Embassy Discipleship Homes and my services as a volunteer.

6. Other: As a Participant, I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Kansas, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Kansas. I agree that in the event that any clause or provision of this Release is deemed invalid, the enforceability of the remaining provisions of this Release shall not be affected.

By signing below, I express my understanding and intent to enter into this Release and Waiver of Liability willingly and voluntarily.

Signature

Date

Embassy Staff

Date

Witness

Date

Appendix

Attached are the different forms that The Embassy uses to record information that is used in the daily functions of the students. These forms are filed with other pertinent information about the students. They help the staff of THE EMBASSY evaluate and direct the students as they grow toward becoming healed of their soul wounds and progressing to graduation from the Discipleship Homes.

Disciplinary Report: This form is used in the event that the student has broken a rule and warrants disciplinary action be taken. The form is used by a staff member to document the infraction and the action taken by staff. The student must read and sign the Disciplinary Report. The report is then placed in the students file.

Incident/Transportation Request Form: This form is to be filled out by the student anytime they request transportation from THE EMBASSY staff. The completed form is to be turned in before the scheduled House Meeting on Sunday and should be for all transportation needs for the week. This form is also for reporting any incident that is out of the norm such as accidents, violence, or coming in after curfew. When these occur staff is to fill out the form, sign it and place it in the students file.

Weekly Progress Report: This form is to be filled out by the student and reviewed by the House Mentor. It enables the staff to know what the student is doing with their time. It also allows staff to understand how they can best assist the student with job searches and in obtaining their goals in the future. This form is to be given to the House Mentor on Sundays.

Weekly Schedule: This form gives the House Mentor an overview of how the student is using their time and a clear view of where they can find the student in the case of an emergency or change in Ministry functions. This form is to be completed and be received by the House Mentor on Sundays.

Weekly Budget Sheet: This sheet is used to help the student track the money they earn and how they are using the funds to pay bills and save money toward leaving the Discipleship House. This form is to be filled out and given to the House Mentor every time the student receives a paycheck. It is then filed with the Weekly Schedule.

Safety Plan: Attached is a safety plan template that if required by your parole officer can be utilized and changed to meet specific requirements. The locations, times, and supervising agents will need to be looked at individualized to your specific situations.

Disciplinary Report

Name: _____ Date: _____

Violation: _____

Has student been warned? _____

Number of warnings: _____

Action taken by staff: _____

Fines submitted to student: _____

Date to be paid by student: _____

Any restrictions: _____

Student signature _____ Date: _____

Manager/staff signature _____ Date: _____

Director signature _____ Date: _____

Incident/Transportation Request Form

Name _____ Date _____

Employer _____

Reason for Transportation _____

Date of Transportation _____

Time needed to be there _____

Destination _____

If the request is deemed to be unnecessary by Staff are you willing to pay the gas mileage? _____

Approved or **Disapproved** (circle one)

If disapproved by staff

Reason _____

If approved gas mileage assessed to student \$ _____

Staff member assigned to transport student _____

Manager signature _____ Date _____

Director signature _____ Date _____

STUDENT WEEKLY PROGRESS REPORT

NAME: _____ Date: _____ House

Entrance Date _____

Name of Church attended this week _____

All weekly Bible Studies attended this week: _____

WHAT HAS GOD SHOWED YOU THIS WEEK: _____

If not employed what did you do this week to gain employment?

Do you have a resume? (If not employed) _____

What is your goal for this week?

USE BACK OF PAPER IF NEEDED

Weekly Schedule

Name: _____

Week Of: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7a - 8a							
8a - 9a							
9a - 10a							
10a - 11a							
11a - 12p							
12p - 1p							
1p - 2p							
2p - 3p							
3p - 4p							
5p - 6p							
6p - 7p							
7p - 8p							
8p - 9p							
9p - 10p							

Notes:

Budget

Your Name: _____

For the
Week of: _____

INCOME	
Source 1	\$
Source 2	\$
Other	\$

Total \$ _____

EXPENSES	
Tithes	\$
Living Expense	\$
Savings	\$
Car Payment	\$
Auto Insurance	\$
Auto Expenses	\$
Transportation	\$
Debt/collections	\$
Parole fees	\$
Cell Phone	\$
Hygiene	\$
Entertainment	\$
Food	\$
Miscellaneous	\$

Total \$ _____

SUMMARY	
Total Income	\$
Total Expenses	\$

(subtract)

Balance \$ _____