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An Outreach of Working Men of
Christ Ministries



**Women
In Restoration**

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Program Curriculum

The Embassy provides a program designed for women who recognize they have a life-controlling problem and desire to change their life through a personal relationship with Jesus Christ. The program strives is to rebuild the women’s sense of self-esteem, self-worth, and independence. 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 woman’s life begins with the acceptance of Jesus as their Lord and Savior.

Spiritual Development and Healing Curriculum

The content of the program is described on the next two pages. Scheduling of the topics is done by the ministry team and will cover the basic needs of every student.

SPIRITUAL FUNDAMENTALS AND DEVELOPMENT OF AN UNDERSTANDING OF THE LIFESPAN (THE DASH)		
(REST and REFLECTION)		
Pre-orientation		
*Life change desires	We encourage the students to examine their current life and express what changes they will implement.	
*Personal belief section	We encourage the students to share their beliefs in a variety of areas. It helps us to understand them more effectively.	
PHASE 1		
(DISCIPLESHIP FUNDAMENTALS): LAYING A FOUNDATION OF UNDERSTANDING		
Orientation to “DASH TRAINING” (Phase 1 – 5 sessions)		
Students will get one session per week of “DASH TRAINING” and will be responsible for completing “self-feeder” Growing paces .		
PHASE 2		
DISCIPLESHIP (Personal preparation for healing and spiritual freedom)		
– Phase two contains 4 sessions aimed at bringing healing to the broken heart.		
Growing Paces		
PHASE 3		
Transformation Discipleship (Freedom from spiritual oppression and renewing of the mind).		
ADDITIONAL FUNDAMENTAL SPIRITUAL CLASSES		
Prayer: *The Tabernacle-The Roadmap to the Presence of God *Could You not Tarry One Hour	Learning to Pray	Individual study
Church Attendance	Bible Based churches	
Bible Studies	Lead by various volunteers	Group Study
PERSONAL SPIRITUAL ENHANCEMENT AND GROWTH		
Purity Class	Women’s program	Local Church Members
Cleansing the Church Seminar	Women’s program	

There may be classes not mentioned here...

House Schedule

5:00 a.m. – 6:00 a.m.:	Win the Morning Optional
6:00 a.m. – 7:00 a.m.:	Wake up; Bible reading plan; worship
7:00 a.m. – 8:00 a.m.:	Showers, Clean rooms
8:00 a.m. – 8:30 a.m.:	Breakfast
8:30 a.m. – 9:00 a.m.:	Daily Bible Reading Discussion/Proverbs
9:00 a.m. – 11:30 a.m.:	Dash Training (Monday, Wednesday, Friday)
9:00 a.m. – 11:30 a.m.:	Volunteer Time/Community Service (Tuesday, Thursday)
12:00 p.m. – 1:00 p.m.:	Lunch
1:00 p.m. – 5:00 p.m.:	House Responsibilities, Appointments, “Menu Items”
5:00 p.m. – 6:00 p.m.:	Dinner
6:30 p.m. – 8:00 p.m.:	Bible Studies facilitated by community members/partners
9:00 p.m. – 10:00 p.m.:	Curfew/Soaking/Quiet Time
10:00 p.m. – 5:00 a.m.:	Lights Out/Room time

Life Skills Development

As one walks out their time on the life span assigned to us, we will have necessary practical life skills that are essential. The following are the life skills offered at The Embassy:

Personal Life Planning:

Setting Goals: Some of these goals will come from their Pre-Orientation as they expressed the changes they need to implement into their life.

- Learn to follow a schedule.
- Learn to use time wisely.
- Learn to allow Godly authority to speak in to your life.
- Become aware of how God works in your life on a daily basis.
 - Students will be required to provide a weekly schedule that details their work schedule, program schedule, appointments, and recreational activities.
 - Students will be required to participate in activities that help them learn discernment.

Family Restoration:

- Spouse
- Children
- Extended family
 - Participates will be encouraged to repair family relationships when possible thru counseling and mediation.

Managing Health in the Body:

- Nutrition/Making balanced menus
- Grocery shopping
- Exercise

Social Development:

- Building social skills.
 - Students will be required to attend house meetings weekly to discuss house issues.
 - Students are required to participate in any groups and service projects offered within the program.

Managing Money:

- Simple budgets will be turned in every pay period and receipts will be kept.

Home Maintenance; inside and outside

- Each student will be responsible for learning to care for a home: cleaning, repairing, organizing and lawn care.
 - Students are required to participate in a rotation of daily, weekly, and monthly household duties, including yard maintenance.

Employment Program:

The goal of this program is to assist the students in the developing a career path. The career path may or may not have been known to the students prior to this time. In addition, the career path may take time to develop the pre-requisite skills/knowledge; therefore, other employment may need to be found while the skills/knowledge are acquired.

- **Career Assessment:** Using assessment tools the students will gain a clearer understanding of their God given gifts/skills.
 - Students will be referred to the Career Center for help in making career goals.
- **Career Planning and Goal Setting:**
With understanding of their gifts and skills, the students will translate that knowledge into specific jobs and the requirements of those identified jobs.
 - Students will meet with the Housing Manager once a week to create goals and assess progress.
- **Education Planning:** The next step is determining what training and/or knowledge is required of the job market.
 - Students will meet with the Housing Manager once a week to discuss educational needs and the best way to achieve those needs.
- **Interpersonal Skills:** (skills that a person uses to interact with other people and to keep a job) Knowledge of and usage of interpersonal skills will assist the students in a greater opportunity for success.
 - Students will be required to attend weekly house meetings to address conflicts and practice appropriate conflict management and confrontation skills.
- **Application/Resume Skills:** Understanding the importance of the tools that are the initial presentation of their knowledge and skill set is an important step in gaining the desired job.
 - Students will be referred to the Career Center for assistance with resume and application needs.
- **How to Job Search:** Based on the desired job, specific job search tools will be covered.
 - Students will be referred to the Career Center.

Procedure for Entry

- The Embassy program requires a six (6) month to one (1) year commitment.
- Applications will only be accepted from people who are committed to a life change and who desire a personal growing relationship with Jesus Christ.
- At the completion of 3, 6, and 9 months in the program, all students will be evaluated for their progress. If there are still areas of poor performance at the 9-month evaluation, the student will be discharged from 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 work and living situations.
- If you have been declined due to lack of bed space, applicants should contact our office every week to determine availability.
- 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.
- A criminal check and a current warrants check will be made on each person applying to The Embassy.

Applicants desiring entry into The Embassy come from a variety of locations; homeless, living at home, Pettis County jail, or a Missouri Correctional Center. The primary source of information regarding The Embassy is word of mouth, The Embassy web site (theembassyinc.org), or other ministries. In ALL cases, an application is necessary.

Process:

- Download the form application from the website. (theembassyinc.org)
- Read and fill the application out completely. Failure to complete it completely may result in a resubmission needed.
- Deliver or mail the application to The Embassy Office:
111 North State Fair Blvd. Suite 20
Sedalia, MO. 65301
- The form will be reviewed by the Program Director and Housing Manager.
- After a review of your application, the Housing Manager will contact you for an interview appointment and decision after that will be made in a timely manner.
- Upon acceptance, the Housing Manager will review The Embassy Handbook and agreement with you. The handbook is for you to keep the entire length of your stay. The agreement page will remain with the Housing Manager in your file.

Student Conduct

The conduct of the students is expected to honor God. The goal is in keeping with the principal that the students desire to become a Godly Christian woman. 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 5:19-21, 19 “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, 22 “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 same 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, 5 “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, 12 “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, “Therefore encourage one another and build each other up, just as in fact you are doing.”

Program Policies

I. Program Fees

1. In order for The Embassy to continue providing quality assistance, program fees will be required from each student that is employed. Fees are \$110/week. This is not a tenancy fee or agreement.
2. Fees are not incurred until stable employment is obtained.
3. If the student's net income is less than \$250/week, the program fee may be adjusted. Documentation of weekly income must be provided in order to qualify for this reduced rate.
4. Programs fees are due on Friday and are considered late after Saturday.
5. Any situation affecting the student's ability to pay program fees on time and in full must be discussed with and approved by the Housing Manager and Executive Director *before* the account is delinquent.
6. 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.
7. Consequences for late/unpaid fees may result in extra work and eventual dismissal from the program.

II. Transportation

1. All students are responsible for their own transportation. In an effort to assist, The Embassy offers limited transportation. The student will pay \$3.50 per trip once they have income.

III. House

1. Wake Up/ Daily schedule

- A. Each morning students will be expected to be out of bed by 6:00 a.m. No one is allowed to wonder around the house before 5:00 a.m. unless they have permission by staff for work, school, or other appointments.
- B. No one is allowed to sleep between the hours of 6:00 a.m. and 8:00 p.m. unless they have permission from staff due to illness or work schedule.
- C. Be as brief as possible in the bathroom in the morning as there are many needing to use it.
- D. Monday through Friday students are expected to be out of their rooms between 8:00 a.m. and 5:00 p.m., unless you work nights and have permission from The Embassy staff to be in your room. This time should be spent participating in dash training, taking care of household responsibilities, looking for work, looking for housing, and utilizing other community resources. Laziness with not be tolerated. Students are required to show proof of job and housing searches.
- E. All students are required to attend all program functions including (but not limited to) Bible study, church, counseling, and weekly house meetings. A monthly schedule of events is easily accessible. The students are responsible for notifying and obtaining permission from staff if they are unable to attend an activity.

2. Bedrooms

- A. The Embassy provides all furniture, including beds and bed linens. Beds require a fitted sheet, a flat sheet, a blanket/comforter, and pillow with pillowcase.
- B. Space and storage in bedrooms are limited. Only essential items for personal needs and comfort are allowed.
- C. Students may not bring any decorations or furniture without prior approval from The Embassy staff. This includes but is not limited to fans, lamps, glass frames, wall decorations.
- D. Clothes including coats are to be hung up or neatly folded in drawers or on shelves.
- E. Sheets are to be washed every week on your assigned laundry day.
- F. All soiled laundry is to be kept in the appropriate containers.
- G. Anything not appropriately put away is at risk of being confiscated or discarded.
- H. The only food items allowed in a room are hard candy and a water bottle with a lid.
- I. No Visitors in Students Room.
- J. Students are expected to turn off all lights, and fans when leaving their room.
- K. Do not rearrange bedroom furniture.
- L. The Embassy reserves the right to conduct room search of any room or and personal belongs if deemed necessary by The Embassy Staff.

3. House Living

- A. Students are to respect all staff and volunteers of The Embassy.
- B. Students are to be considerate and respectful to all other students.
- C. All students must wear appropriate clothing and shoes when not in sleeping areas.
 - a) No spaghetti strap tank tops.
 - b) No short shorts. (fingertip is a good rule)
 - c) No cleavage. (front or back)
 - d) No mid-drifts.
 - e) Swim wear should be one piece with shorts or skirt bottoms.
- D. Any and all packages will be inspected upon returning from trips, visits, and outings.
- E. Students must sign in and out when leaving or returning to the home.
- F. No leaving the house after curfew unless students has consent from Embassy staff.
- G. Personal television and computers are prohibited.
- H. No personal pets allowed.
- I. Visitors are not allowed in the house without permission of Embassy staff.
- J. Tobacco product use is not permitted. Those caught smoking may be asked to leave without further warning. This includes on and off house property and e-cigarettes.
- K. Students' belongings will be searched during the intake process before being allowed to take them to your room.

4. Curfew/Lights out
 - A. Students must be on property by 9:00 p.m. Students are responsible to sign in and check in with staff so they can be marked as present and on time.
 - B. Lights out is at 10:00 p.m. Students must be in their room and quiet.
 - C. Students will not be allowed back into the house after 10:00 p.m. unless prior arrangements have been made with the Housing Manager.
5. Showers
 - A. Please be mindful of others trying to get ready in the mornings. Students should shower in the evening when possible. Each person is responsible for cleaning the bathroom after they use it. This includes tub, sink, toilet, mirror, and floor. Cleaning supplies are under the sink in every bathroom.
6. Drug and Alcohol Testing
 - A. Students must submit themselves to random drug and alcohol tests at the discretion of The Embassy staff.
 - B. Students 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).
 - C. Refusal to test will result in immediate dismissal.
 - D. Students with a positive reading will be asked to leave the house until after a meeting with the Executive Director and the House Manager, and may be dismissed from the program.
7. Chores
 - A. Chore duties will be assigned by the House Manager to all students.
 - B. Students will be expected to complete assigned chores by 9:00 p.m.
 - C. Students must have staff sign off on their chores each day.
 - D. Students are expected to keep room clean.
8. Telephone
 - A. Students have limited access to the house phone. There is no international long distance available without prepaid phone card
 - B. Using the house phone is a privilege and should be treated as such. Students on disciplinary action may lose their phone privileges.
 - C. Cell phones
 - a) Students are not allowed to have cell phones during the first 30 days.
 - b) After 30 days, students are allowed to have their cell phone. This rule is subject to change if the student misuses their device.
 - D. The Embassy staff has the right to monitor phone calls. Phone calls that become argumentative, disrespectful, manipulative, or complaining will be terminated.
 - E. No phone calls will be made after curfew.
 - F. The Embassy staff has the right to go through a student's phone at any time deemed necessary.
9. Food/Meals
 - A. Meals will be eaten as a group; exceptions made for schedules, for Life Needs and Employment.

- B. Meals will be prepared by students with assistance from staff as needed.
- C. The source of food items will be through The Embassy: purchased, community donations, and contributions from students.
- D. Food should be stored in appropriate labeled containers.
- E. The Embassy is not responsible for any losses.
- F. The Kitchen is open from 7:00 a.m. to 9:00 a.m. for self-serve breakfast.
- G. Lunch is served at noon. Students who will not be in the house at lunch may make a brown bag lunch the night before.
- H. Supper is served at 5:30 p.m. We may occasionally go to Open Door or Community Café. Transportation will be provided.
- I. The Kitchen is closed after 8:00 p.m.
- J. Students are required to keep the kitchen clean.
- K. All food is to be consumed in the dining area.
- L. Students are expected to pray before they eat.
- M. Please be thankful for the food. It is donated for the students.

10. Television /VCR/DVD/Music/Radios

- A. Using the TV is a privilege. Please have respect for other in the house.
 - a) TV viewing is not allowed on weekdays between 9:00 a.m.-5:00 p.m., or before chores on Saturdays unless approved by Embassy staff.
 - b) TV's are not allowed in undesignated areas.
 - c) Keep volume at a reasonable level.
 - d) No profane shows or movies. (PG 13 or lower ratings only)
- B. Radios are permissible as long as all residents are in agreement. Otherwise, head phones are required. Again, profanity is not allowed and the student will receive disciplinary action if found breaking this rule.

11. Laundry

- A. The Embassy provides a washer and dryer in the house.
- B. Laundry is to be done weekly at the designated times.
- C. Students are responsible for their own laundry.
- D. The Embassy is not responsible for lost, stolen, or ruined clothing.
- E. Laundry facilities are for the student's clothes only.
- F. All bedding must be washed weekly on designated days.
- G. Notify staff promptly if there are any malfunctions in laundry appliances.

12. Mail

- A. Students are responsible for all envelopes and postage for personal mail.
- B. All incoming mail will be checked by and distributed by the House Manager only.
- C. Outgoing mail must be sealed and placed in the designated mailbox.
- D. The Embassy reserves the right to open and inspect all mail and packages in the presence of the students.
- E. Any mail containing contraband will be confiscated and reported to authorities.

IV. Contraband

1. NO contraband is 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 students possessing contraband in any and all forms will not be allowed back into the house until

after a meeting with the Executive Director and the House Manager and may face dismissal from the program and the house. Criminal charges may be pursued.

V. Conduct

1. Fighting, personal altercations, or any other such types of physical contact is strictly prohibited. Anyone who engages in such actions may be dismissed from the program, and could face criminal charges.
2. Sexual activity of any nature is prohibited.
3. Students are not allowed to date for a year. Relationships of a personal and or sexual nature with volunteers or other guests while staying in the house is prohibited.

VI. Conflict Management

1. Between Students

- A. If a conflict or a disagreement occurs between students, both parties should make an effort to work the matter out on their own first. If a resolution cannot be found, then a meeting can be scheduled with the House Manager individually or together. **Please do not bring up personal conflict in the house meeting.**
- B. Gossiping and spreading rumors are strictly forbidden. **Do not discuss issues with other students.**

2. Between Students and Staff

- A. If there is conflict between staff and students, the students may request a meeting with the Program Director. The meeting will be scheduled in a timely manner.

VII. Financial

1. Students are required to sit with staff and develop a working budget.
2. Students are required to submit a budget on pay days.
3. Incoming students may be required to students in a money management program.
4. Students may be required to attended financial workshops through the career center and any classes offered in program.
5. Students are encouraged to open a bank account.
6. The Embassy staff may ask to see bank statements, registers, etc. Receipts need to be kept.
7. Students are responsible for paying any debt or bills.
8. Refusal to maintain your budget plan could result in dismissal from the program.

VIII. Medicine/Medical/ Dental/ Personal Hygiene

1. Only drugs prescribed by a doctor are permitted in the house. At the discretion of the House Manager, prescriptions will be kept locked in the House Manager's offices.
2. The medications will be made available at the student's request.
3. Payment and appointments for medical/dental care are the responsibility of the students.
4. All students must maintain good personal hygiene. This includes showering, shaving, deodorizing, cleaning up, brushing hair, brushing teeth, etc.

IX. Children

1. For security reasons, children are not allowed in the house. A safe and comfortable place for visits can be arranged.

X. Passes/ Visitation/ Leave Policies

1. In order to preserve and maintain a healthy productive visit/pass program, all visits/passes are evaluated and will be approved or disapproved on an individual basis.
 - A. Students are required to fill out a visit/pass form seven days prior to the possible visit/pass.
 - B. For the first 30 days students are not allowed any visits except for family that is approved by the Housing Manager. This is so they are able to adjust to the program, and focus on their growth both spiritually and in their recovery.
 - C. After 30 days students will be allowed 4 on property visits per month.
 - D. After 90 days students are allowed 2 on property visits and 4 off property visits per month.
 - E. Passes will not be approved until after 90 days and are not guaranteed.
 - F. Visits/Passes will be approved or disapproved based on attitude, growth, compliance, and maturity of the students. The location, duration, and purpose of the visit/pass will also be taken into consideration.
2. Friends and Family may be pre-approved for later visits if their influence on the students proves to be of a good benefit. The Embassy does not want to risk bringing in worldly attitudes, behavior, or contraband.
 - A. The Embassy reserves the right to end any visit that that becomes argumentative, disrespectful, manipulative, or complaining.
 - B. If any visitor brings contraband, they will be asked to leave and will be banned as a visitor.
 - C. Embassy staff may cancel a visit/pass if the student's friend or family member appears to be under the influence. This is will result in that person being banned from The Embassy property as a visitor.
3. If the student's friends or family members do not agree with The Embassy's mission or overall goals, it is better they do not visit at all. The Embassy reserves the right to speak with any visitors prior to student's departure on pass or visits. Any violation of the visitation policy may result in denial of future visits/passes, or dismissal from the house.
4. Any students returning from a visit /pass will be subjected to a UA test.
5. All visits/passes are privileges to be earned and/or taken away at the discretion of Embassy staff.

XI. Church Attendance

1. Each student will be expected to attend Wednesday evening and Sunday morning services, pending work schedule.
2. Students must dress appropriately and respectfully. (If you are not sure, ask staff.)
3. Rides to and from Church can be arranged.

XII. Bible Study Classes

1. Each student will arrive to all classes on time.
2. Assigned homework for a given class will be completed prior to the start of the class.
3. It is the student'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.

XIII. Volunteer/Community Service

1. Prior to obtaining employment, all students 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.

XIV. Devotions/Quiet Times

1. Bible Study will occur at 8:30 a.m. Monday through Friday and are to be attended by all students in the house at that time. This is mandatory!
2. Quiet time will be one hour prior to lights out.

XV. Life Needs

1. Time (and assistance as available) is provided for students to take care of:
 - A. Restitution/Court
 - B. Driver's License Bureau
 - C. Parole Plan, Probation & Parole Office
 - D. Substance Abuse Counseling Recovery

XVI. Work Policies

1. After 30 days the students are to obtain employment, the students are expected to make a full-time job out of finding a job. Daily job search will be required.
2. All unemployed students after 30 day must work volunteer/community service hours on Tuesday of each week and record their hours. The minimum will be based on each student's individual schedule and communicated by the Housing Manager.
3. Students are to follow the directions of their leaders in the areas they work. Your attitude and work ethic reflect on The Embassy.
4. Conflicts at work are to be handled by the work manger/supervisor.
5. Students who become sick and leave the job must inform the Housing Manager upon their arrival to the house. Leaving sick from work and not reporting to staff could result in dismissal from the program.
6. Students who miss three consecutive days of work must see a doctor.
7. Students are to provide a current weekly work schedule to the Housing Manager.
8. Rides to and from work can be arranged.

XVII. Discipline Policies

1. The Embassy's approach to discipline is one of training with the purpose of restoration. Students may not receive the exact consequence as another student. Each person is treated as an individual and is disciplined according to what is in their best interest. Our primary goal primary goal is to train hearts, build character, and renew our thinking through the help of the Holy Spirit working in and through us.
2. Any non-compliance with policies will result in the following:
 - A. 1st Offense: Written warning to be put in your file.
 - B. 2nd Offense: Disciplinary Report and consequence.
 - C. 3rd Offense: Meeting with Program Director and possible dismissal from program/house.
3. The Purpose of Discipline is:
 - A. To help correct improper attitudes and/or behaviors.
 - B. To help teach that there are consequences to poor decisions.
 - C. To instill respect for authority, others, and self.
 - D. To nurture and develop desirable characteristics while eliminating harmful actions and behaviors.
 - E. To enable the students to develop a Christ-like response to discipline.
4. Disciplinary measures may include, but are not limited to the following:
 - A. Loss of pass/visit/leave privileges.
 - B. Loss of other privileges such as phone, TV, computer, etc.

- C. House restriction
- D. Anger management or assigned counseling
- E. Program re-start or extra time asses to length of program
- F. Extra chores or community services
- G. Dismissal from program and/or house

XVIII. Dismissal, Check-out, Re-Entry

1. The reason for a dismissal is that the students have demonstrated they are no longer committed to continuous spiritual growth.
2. Dismissed students will not be reconsidered for re-admittance to the program for a period of 60 days. The person re-applying must show signs of a genuine willingness to change and comply with program regulations.
3. Any returning students will start their program over from the beginning.
4. All students 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.
5. Court appointed women or women on parole may be dismissed from or choose for themselves to leave the program. The sentencing court and probation/parole will be notified.
6. Rooms are to be left in good, clean condition. Only personal items are to be removed.
7. The Embassy is not responsible for any personal property left by the students 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.
8. If you are asked to leave for violence or stealing, criminal charges may be filed.
9. 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.).
10. All outstanding obligations such as fees, loans, damages, or over expenses should be paid in full at the time of departure.
11. 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. See the “Conflict Management” sections if you suspect you are being treated unfairly.

The Embassy Agreement

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

I have read the entire Women'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 student 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.

Students Agrees:

Printed Name: _____

Signature: _____ Date: _____

The Embassy Ministry Director/Housing Manager:

Printed Name: _____ Title: _____

Signature: _____ Date: _____

The Following are examples of documents used in The Embassy Program

Disciplinary Report: This form is used in the event that the student has broken a rule and warrants disciplinary action to 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.

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.

Monthly 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.

Visit Request Form: This form is used request a visit or pass. The student provides this form a week a before the potential visit this allows staff time to pray about and assess the risk/gain of the visit.

***** There may be more documents used than what is showed here. *****

The Embassy: Disciplinary Report

Name: _____ Date _____ Warnings: _____

Violation: _____

Action taken:

Response of participant:

Participant's explanation:

_____.

Biblically based plan to prevent further issues:

Participant Signature _____ Date _____

Manager Signature _____ Date _____

Director Signature _____ Date _____

THE
EMBASSY
RESTORING LIVES & BUILDING FUTURES

PARTICIPANT WEEKLY PROGRESS REPORT

Name: _____ Date: _____

Program entered date: _____

Drug Test: Yes: _____ No: _____ Passed: _____ Failed: _____

NAME OF Church attended this week: _____

Class enrolled in:

God Revelations:

Have you completed program homework? _____

Are you employed? _____ Start Date _____ Paid Program Fees? _____

Place of Employment _____

Rate of Pay _____ Paid weekly, Biweekly or Monthly _____

Supervisors Name _____ Phone Number _____

Transportation provided by _____

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

Do you have a resume? _____

What are your long-term goals?

Physical _____

Spiritual _____

What activities have you done to accomplish your long-term goals?

Physical _____

Spiritual _____

What are your weekly goals?

Physical _____

Spiritual _____

How do you plan to accomplish these goals?

Physical _____

Spiritual _____

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 \$ _____

Visit Request Form

INFORMATION – EVERY SPACE MUST BE FILLED

Entry Date: _____ Visit request Date: _____ Today's Date: _____

Participants Name: _____

Visitor's Name: _____

Visitor's Date of Birth: _____ MM/DD/YY) Gender: _____

Street Address: _____

Phone Number: _____

Occupation: _____

Relationship: _____ How long have you known visitor? _____

Make/Model of Your Automobile: _____ Tag Number: _____

_____ Your Driver's License Number: _____

State: _____ Expiration Date: _____

In house Visit: _____ Local outing: _____ Overnight pass: _____ Weekend: _____

Linda Smith: _____

Nicky Snyder: _____

Approved: _____ Denied: _____

Reasoning:

Date: _____



The Embassy
111 North State Fair Blvd, Suite 20
Sedalia, MO 65301
(660) 851-2283 | www.theembassyinc.org

An Outreach of Working Men of Christ Ministries



Policy 1.01
(Updated 2.20.19)

The Embassy Center, Inc. Our Mission Statement

The Embassy is advancing the Kingdom of Christ by equipping, restoring, and empowering broken people, including those with substance use disorder, who have seen a glimpse of hope.



An Outreach of Working Men of Christ Ministries

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Policy 1.02
(Updated 2.20.19)

The Embassy Center, Inc. Our Vision

Our vision is 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, including those with substance use disorder, to transform and restore lives to wholeness.



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An Outreach of Working Men of Christ Ministries



Policy 2.01
Updated 3.6.19

NON-DISCRIMINATORY HOUSING POLICY

Acceptance into The Embassy will not be based on race, color, citizen status, religion, creed, gender, sexual orientation, national origin, age, physical or mental disability, marital status, veteran status and political affiliations, prescribed medications, or any other characteristic protected by law. History will not be deterrent unless it would violate probation protocols.



Code of Ethics and Work Rules

To ensure orderly operations and provide the best possible work environment, The Embassy expects students to follow rules of conduct that will protect the interests and safety of all students, program participants and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating organization-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of organization-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other organization-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

Participation with The Embassy is at the mutual consent of The Embassy and the student, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.



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Policy 3.02
Revised: 3.8.19

PROGRAM FEE PAYMENT PROCEDURE

- **If** a direct payment has been made to an account from a program participant, a receipt will be issued immediately.
- **If** a payment has been received at The Embassy Office from and other funding source, the program participant will receive a written receipt in a timely fashion. The receipt will reflect the program fee owed.
- **Program participants** can check on program fee owed every Sunday at the House Meeting.
- **In** the event a program participant falls two (2) weeks behind in their program fee, they will have a one-on-one discussion about a payment schedule with the House Manager of The Embassy house, with possible discharge from program.
- **All monies** received are documented through written receipts and accounts receivable through QuickBooks Accounting System.
- **If any discrepancies** with program fee, the program participant will meet with the accounting department to clarify.
- **If you DO NOT** give the appropriate two-week notice of leaving the program, you will forfeit **ALL** program fees owed to you from The Embassy unless you have made arrangement in writing from the Executive Director/Asst. Director.
- **If you** leave the program with the appropriate two-week notice, any refund of fees due you from The Embassy will be paid within 10 days. The cost or repairs of damage to properties will be deducted from the total.
- **Any program fee** paid by an outside agency, family member or other person will be returned to the party that funded the payment - not the program participant.
- **All fees** paid under this program shall be non-refundable unless previously and specifically agreed to and signed by the student and The Embassy House Manager.

Program Participant Name (printed) _____ Date _____

Program Participant Signature _____ Staff Initial _____



Policy 6.01 (Revised 6/26/2018)

Student Notification Agreement

General Information - The Embassy housing program is 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 overseers will assist the student 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: Students are required to attend a Christ-centered Church service each week. Bible Studies: Students will participate in Bible studies that will bring growth in their walk with Christ.

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.

****TOBACCO FREE PROGRAM ****



PARTICIPANT RIGHTS AND PRIVILEGES

1. To receive these services in the least restrictive environment.
2. To receive services in a clean and safe setting.
3. To not be denied admission or services because of race, religion, gender, sexual preference, creed, marital status, national origin, disability or age.
4. To confidentiality of information and records in accordance with federal and state law and regulations.
5. To be treated with dignity and addressed in a respectful, age-appropriate manner.
6. To be free from abuse, neglect, corporal punishment and other mistreatment such as humiliation, threats or exploitation.
7. To consult with a private, licensed practitioner at one's own expense.
8. To have private visits from a lawyer, doctor or clergyman at reasonable times.
9. To correspond by sealed mail with officials of the Departments of Mental Health, a lawyer or a court.
10. To humane care and treatment
11. To the extent that the facilities, equipment and personnel are available, to medical care and treatment in accordance with the highest standards.
12. To safe and clean housing.
13. To be treated with respect and dignity as a human being.
14. To have an examination by a private doctor at the Program Participant's expense.
15. To be evaluated and cared for in the least restrictive environment.
16. To have nourishing, well-balanced meals.
17. To have records kept confidential.
18. To have the same legal rights and responsibilities as any other citizen, unless otherwise stated by law.
19. To be free from verbal and physical abuse.



STUDENT RULES and AGREEMENTS

Rules and guidelines are valid for ALL The Embassy properties and activities.

Drug use and Medication Policies

- **No** use of alcohol, unprescribed medications or street drugs will be allowed while residing at The Embassy.
- **This is a Tobacco-Free program.** Tobacco products of any type are not permitted. Those caught smoking or using tobacco may be asked to leave without further warning. This includes on and off house property and e-cigarettes.
- All students will submit to UAs (Urinalysis) and BAs (Breathalyzer) upon admission and upon request at **ANY** time, for any reason.
- All medications and medical paperwork **MUST** be presented to the office upon intake for documentation. Any necessary documentation will be placed in student's file.
- **Any controlled medications will not be allowed in student's possession or property and must be locked in secure location.**
- If program participant has been seen at a hospital or emergency room, all documentation **MUST** be provided to house manager and office verifying, times of admission, arrival, and discharge. As well as treatment, and/or any medication administered, or prescribed during visit.
- If the Director believes that a prescribed medication is affecting the student's ability to actively participate in The Embassy program, or there is a suspicion of medication abuse or medication is creating an obstacle in the student's recovery goals, the Director or Assistant (Asst.) Director will engage with the student, and with signed HIPAA clearance agreement, will work collaboratively with prescribing physician/clinic to address and resolve any issues. If physician/clinic is unresponsive a second opinion may be requested.
- In the event the use of any medication creates an unsafe atmosphere that is not conducive to recovery or is adversely affecting the student's community, as a whole, the student may be discharged from the program.
- **IMMEDIATE DISCHARGE MAY RESULT WITH ANY OF THE ABOVE VIOLATIONS**
- Upon leaving The Embassy it is the student's responsibility to remove all medication and belongings from The Embassy property. This must be done within seven (7) days. Any abandoned medications will be destroyed.

Probationary, and Restriction Period

Upon entry, **ALL** students will be placed on restriction/probation for a minimum 30 days. This consists of:

- **NO** possession of a cell phone or any media devices (**working or not**).
- **NO** media devices that have Internet capabilities.
- Cell phones, pagers, knives or any items that can be used as a weapon, pornographic materials (videos, magazines, etc.), hygiene items containing alcohol and musical instruments are not allowed in The Embassy Recovery Program. Cell phones will not be allowed for purposes of playing music. Any device used for music purposes are not acceptable.
- You **CANNOT** be away from the house except for: job searching, medical appointment, legal obligations, or treatment. **Your first seven (7) days** you will not be able to job search; **AFTER your first seven** days you can job search for two (2) days and the other three (3) days you will perform community service.
- **NO** phone calls to anyone except immediate family, including spouse and children.
- You **MUST** attend all The Embassy activities, meetings, and events.
- **NO** overnights.
- **All exceptions** must be approved by House Manager, and/or Director or Asst. Director.
- Students on restriction are not allowed to walk anywhere alone; you must be accompanied by a senior member.
- You will receive verbal training when you arrive to The Embassy house about what you should do and where you should go in case of an emergency. Emergency exits and fire extinguisher locations will be indicated to you.

In order to be released from Restriction, Students must meet all of the following:

- Be a student participant for at least 30 days
- Program Fees **MUST** be **current**
- Employed (**min 20hrs wk.**)
- Meeting attendance satisfactory
- **NO** major Rule violations
- Completion of the first stages of The Purple Book, and have a mentor.
- Director/Asst Director will inform your house manager when you are eligible to come off restriction status.

Mandatory Obligations and Expectations

- There is **NO** fraternization allowed between current students or students that have exited program, premature of a 6-month period. This is to maintain a safe and productive environment for all students.
- All students are expected to commit to a stay of **NO less than 90 days** at The Embassy.
- Student Fees are \$110.00/weekly.
- Community meeting Sunday at 5 PM is **MANDATORY**. (Do not make plans on Sunday evening. These evenings are to be spent with The Embassy Family).
- Once off of restriction, students **MUST** attend all calendar activities and 1 recovery meeting per week, in addition to mandatory meetings.
- Overnights are to be approved by house manager and Director/Asst Director. (**Leaving a voicemail is unacceptable**)
- Visitations are to be scheduled and approved.

General Rules Applicable to all properties and all Students Behavior:

- While using The Embassy Phone: 2 calls are allowed daily, 10 min per call, and will limit personal phone calls while on restriction to family members, children, mentor, sponsor, and treatment center. Women with children will have priority. Only one call to be made at a time.
- All phone calls need to be made in public area.
- Phones are **NOT** allowed in bedrooms or bathrooms.
- No borrowing or selling food stamps. (This is illegal!)
- Do **NOT** borrow anything, including: monies, bus passes, and food without permission (**THIS IS STEALING**)
- Do **NOT** borrow, or ask for anything from members of opposite sex, or any other students.
- If you are in need of something, ask **YOUR** House Leader.
- Special diets are at your own expense. Store runs for individuals' needs will occur weekly.
- Do chores daily and sign off when completed as instructed by management.
- Failure to sign off will result in a write up for non-completion of chore.
- Laundry days are assigned. Using laundry facility without permission and on unassigned day will result in write-up and possible loss of laundry privileges.
- Laundry cannot be started before 7am or after 10 p.m.
- **DO NOT OVERLOAD WASHER.** Clean dryer filters after every use.
- Do **NOT** wash or dry any shoes in The Embassy Machines.
- ABSOLUTELY NO FOOD or BEVERAGES other than bottled water will be stored in bedrooms.
- Gossip will **NOT** be tolerated.
- Do **NOT** feed pets ANYTHING except Dog or Cat food.
- Vulgar language will not be tolerated.
- Physical or verbal abuse, including abuse of pets, will not be tolerated and immediate discharge from program will result (and authorities may be contacted).
- Searches can and will be done, in case of any suspicious behavior by any program participant. All belongings can be searched including but not limited to media devices and cell phones.
- If program participant becomes 2 weeks or more behind in program fees, they will be placed back on restriction until program fees are current, and must make arrangements with Director/Asst. Director, or be subject to **IMMEDIATE DISCHARGE**
- Before taking an approved overnight each program participant must pay \$15 to the house manager for a UA administered upon return.
- **If you DO NOT** give the appropriate two-week notice of leaving the program you will forfeit ALL refundable fees owed to you from The Embassy unless you have made arrangement in writing.
- **If you leave the program with the appropriate two-week notice,** you will have thirty days to request any fees due you from The Embassy, Inc, unless any damage has occurred to properties.
- All students must be actively seeking employment and must be employed.
- **While unemployed,** all members must complete 20 hours of in-house education programs/ community service per week. (See notes regarding first seven days you cannot job search, after seven days you can job search two days and three days you must perform community service).
- **Once employed,** students must maintain 20 hours of employment per week.
- Clean up after yourself in every area of every property, no personal items left in common area
- All material or belongings being brought into any house must be processed by staff.
- Students are to be ready for their day no later than 7:00 am on weekdays.
- **NO** weapons are allowed in or on any property, including personal vehicles for any reason.
- Students must dress appropriately at all times; if clothing is unacceptable, students will be asked to change clothing.
- **NO** ear buds, sunglasses, or hoodies while in houses, attending meetings, meals or outside functions. (Fellowship is a key component to recovery).

- If a program participant vacates The Embassy property, the program participant must collect all personal items within seven (7) days. After seven (7) days all of the student's property, not collected, will be disposed of by The Embassy.
- All issues or concerns that arise should be taken to House Manager, unless it involves house manager. In that case program participant should contact Director or Asst. Director for resolution.
- **VIOLATIONS OF ANY OF THE RULES WILL RESULT IN MINIMULLY A WRITTEN VIOLATION. AFTER THREE (3) WRITTEN VIOLATIONS WITHIN THIRTY (30) DAYS, A PROGRAM PARTICIPANT WILL BE DISCHARGED.**
- **VERBAL THREATENING OF, OR PHYSICAL CONTACT WITH, ANY STAFF OR STUDENT, CAN AND WILL RESULT IN IMMEDIATE DISCHARGE**

The Embassy Center, Inc. is a non-profit, faith-based substance abuse recovery organization, working in the Sedalia/Pettis County area to provide safe and stable environment, providing guidance, programs and opportunities, equipping and empowering people with substance use disorder (SUD) to achieve and maintain long-term recovery.

If you are committed to overcoming your addiction and changing your life, *WELCOME HOME!!!*

STUDENT PRINT NAME DATE

STUDENT SIGN NAME DATE

WITNESS SIGNATURE DATE

THE
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RESTORING LIVES & BUILDING FUTURES

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Policy 6.04

**NOTIFICATION OF PROGRAM PARTICIPANT'S
ABANDONED PROPERTY**

Upon leaving The Embassy program, it is the program participant's responsibility to remove all medication and belongings from The Embassy property. This must be done within ten (10) days. Any abandoned medications will be destroyed, and the House Manager will dispose of personal property, including electronics/cell phones.



GRIEVANCE PROCEDURES

Any program participant wishing to file a grievance with the program for any reason (such as anything in the program you feel inconsiderate or unfair) is asked to follow the procedures listed below. The following steps have been developed to resolve your grievance in a fair and rapid manner:

- **Step 1:** Discuss the event with your House Manager. This should be done as soon as possible after the event, but at least within one (1) week. If you are not satisfied with the response/solution, proceed to Step 2.
- **Step 2:** Fill out the grievance form and discuss it with the Executive Director or Assistant Director. The Director or Assistant Director will provide a response to you within three (3) working days – either in writing or verbal with documentation. The decision of the Director/Assistant Director should be regarded as final, but you do have the option of taking your grievance outside the realm of the program. If you are dissatisfied with the response, proceed to Step 3.
- **Step 3:** If you are not satisfied with the decision, feel free to see Program participant's Rights posted at each The Embassy house location.

You will not be reprimanded or made to suffer harassment or punishment from anyone with The Embassy as a result of filing a grievance.

Staff/Date

Program participant/Date



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Policy 9.01

PRIVACY/ANONYMITY

I understand that at no time would I disclose to anyone information about an individual program participant at The Embassy. This is for all program participants’ safety and anonymity.

“Anonymity” - is the quality or state of being unknown to most people.

DO NOT answer house phones as “The Embassy,” and do not ever divulge whereabouts of any program participant(s). For example; do not say “she/he is at treatment;” “she/he is not here because they relapsed”.

When in doubt, let your House Manager address calls or just take a message.

Program participant

Date

Witness

Date



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Policy 17.01

PERSONAL RECOVERY PLAN

Upon admission, a program participant’s Intake will be completed by either the Care Coordinator or House Manager at The Embassy. The following question must be completed and kept in the program participant’s file to review and update periodically:

What are the top three (3) goals you would like to achieve in the first 30-90 days while you are here at The Embassy house:

- 1)
- 2)
- 3)

A release will be signed by the program participant to authorize permission for office and personnel use.



DRUG USE AND MEDICATION

No use of alcohol, un-prescribed medications or street drugs will be allowed while residing at The Embassy house. All program participants will submit to Urinalysis Test (UA's) and Breathalyzer (BA's) upon admission and upon request at any time for any reason.

All medications and medical paperwork **MUST** be presented to the office upon intake for documentation. All medical documentation will be placed in the program participant's file.

According to the [Food and Drug Administration](#), an over-the-counter drug, or OTC drug, is defined as a nonprescription drug that is safe and effective for use by the general public, available without treatment or permission by a health professional.

Program participants may purchase and keep OTC drugs (a 30-day supply), unless otherwise instructed to not purchase or keep in their possession by the Director or Assistant Director. These medications must be kept in the program participant's personal area and out of sight of other program participants.

A program participant is not allowed to give another program participant any OTC drugs. This violation can result in a discharge.

A program participant that is found to be abusing OTC drugs can be discharged from the program.

Any controlled medications will not be allowed in program participant's possession or property, and must be locked in secure location.

If a program participant has been seen at a hospital or emergency room, clinic, all documentation **MUST** be provided to the House Manager and office verifying: arrival, times of admission, and discharge times. As well as, treatment and/or any medication administered, or prescribed during visit.

Immediate discharge may result with any of the above violations.



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Policy 18.02

ALCOHOL and ILLICIT DRUG POLICY and PROCEDURE

No use of alcohol, un-prescribed medications or street drugs will be allowed while residing at The Embassy house. All program participants will submit to Urinalysis Test (UA's) and Breathalyzer (BA's) upon admission and upon request at any time for any reason. Use of any Alcohol or Drugs will be grounds for immediate eviction. No narcotic medications are allowed in the house.

All medications and medical paperwork **MUST** be presented to the office upon intake for documentation. All medical documentation will be placed in the program participant's file.

Any controlled medications will not be allowed in program participant's possession or property, and must be locked in secure location.

If a program participant has been seen at a hospital or emergency room, clinic, all documentation **MUST** be provided to the House Manager and office verifying: arrival, times of admission, and discharge times. As well as, treatment and/or any medication administered, or prescribed during visit.

Immediate discharge may result with any of the above violations.



THE EMBASSY, INC. STUDENT RULES and AGREEMENTS

Rules and guidelines are valid for ALL The Embassy properties and activities.

Drug use and Medication Policies

- **No** use of alcohol, unprescribed medications or street drugs will be allowed while residing at The Embassy.
- All students will submit to UAs (Urinalysis) and BAs (Breathalyzer) upon admission and upon request at **ANY** time, for any reason.
- All medications and medical paperwork **MUST** be presented to the office upon intake for documentation. Any necessary documentation will be placed in student's file.
- **Any controlled medications will not be allowed in student's possession or property, and must be locked in secure location.**
- If program participant has been seen at a hospital or emergency room, all documentation **MUST** be provided to house manager and office verifying, times of admission, arrival, and discharge. As well as treatment, and/or any medication administered, or prescribed during visit.
- If the Director believes that a prescribed medication is affecting the student's ability to actively participate in The Embassy program, or there is a suspicion of medication abuse or medication is creating an obstacle in the student's recovery goals, the Director or Assistant (Asst.) Director will engage with the student, and with signed HIPAA clearance agreement, will work collaboratively with prescribing physician/clinic to address and resolve any issues. If physician/clinic is unresponsive a second opinion may be requested.
- In the event the use of any medication creates an unsafe atmosphere that is not conducive to recovery or is adversely affecting the student's community, as a whole, the student may be discharged from the program.
- **IMMEDIATE DISCHARGE MAY RESULT WITH ANY OF THE ABOVE VIOLATIONS**
- Upon leaving The Embassy it is the student's responsibility to remove all medication and belongings from The Embassy property. This must be done within seven (7) days. Any abandoned medications will be destroyed.

Probationary, and Restriction Period

Upon entry, **ALL** students will be placed on restriction/probation for a minimum 30 days. This consists of:

- **NO** possession of a cell phone or any media devices (**working or not**).
- **NO** media devices that have Internet capabilities.

- Cell phones, pagers, knives or any items that can be used as a weapon, pornographic materials (videos, magazines, etc.), hygiene items containing alcohol and musical instruments are not allowed in The Embassy Recovery Program. Cell phones will not be allowed for purposes of playing music. Any device used for music purposes are not acceptable.
- You **CANNOT** be away from the house except for: job searching, medical appointment, legal obligations, or treatment. **Your first seven (7) days** you will not be able to job search; **AFTER your first seven** days you can job search for two (2) days and the other three (3) days you will perform community service.
- **NO** phone calls to anyone except immediate family, including spouse and children.
- You **MUST** attend all The Embassy activities, meetings, and events.
- **NO** overnights.
- **All exceptions** must be approved by House Manager, and/or Director or Asst. Director.
- Students on restriction are not allowed to walk anywhere alone; you must be accompanied by a senior member.
- You will receive verbal training when you arrive to The Embassy house about what you should do and where you should go in case of an emergency. Emergency exits and fire extinguisher locations will be indicated to you.

In order to be released from Restriction, Students must meet all of the following:

- Be a student participant for at least 30 days
- Program Fees **MUST** be current
- Employed (**min 20hrs wk.**)
- Meeting attendance satisfactory
- **NO** major Rule violations
- Director/Asst Director will inform your house manager when you are eligible to come off restriction status.

Mandatory Obligations and Expectations

- There is **NO** fraternization allowed between current students or students that have exited program, premature of a 6-month period. This is to maintain a safe and productive environment for all students.
- All students are expected to commit to a stay of **NO less than 90 days** at The Embassy.
- Student Fees are \$110.00/weekly.
- Community meeting Sunday at 5 PM is **MANDATORY**. (Do not make plans on Sunday evening. These evenings are to be spent with The Embassy Family).
- Once off of restriction, students **MUST** attend all calendar activities and 1 recovery meeting per week, in addition to mandatory meetings.
- Overnights are to be approved by house manager and Director/Asst Director. (**Leaving a voicemail is unacceptable**)
- Visitations are to be scheduled and approved.

General Rules Applicable to all properties and all Students Behavior:

- While using The Embassy Phone: 2 calls are allowed daily, 10 min per call, and will limit personal phone calls while on restriction to family members, children, mentor, sponsor, and treatment center. Women with children will have priority. Only one call to be made at a time.

- All phone calls need to be made in public area.
- Phones are **NOT** allowed in bedrooms or bathrooms.
- No borrowing or selling food stamps. (This is illegal!)
- Do **NOT** borrow anything, including: monies, bus passes, and food without permission (**THIS IS STEALING**)
- Do **NOT** borrow, or ask for anything from members of opposite sex, or any other students.
- If you are in need of something, ask **YOUR** House Leader.
- Special diets are at your own expense. Store runs for individuals' needs will occur weekly.
- Do chores daily and sign off when completed as instructed by management.
- Failure to sign off will result in a write up for non-completion of chore.
- Laundry days are assigned. Using laundry facility without permission and on unassigned day will result in write-up and possible loss of laundry privileges.
- Laundry cannot be started before 7am or after 10 p.m.
- **DO NOT OVERLOAD WASHER.** Clean dryer filters after every use.
- Do **NOT** wash or dry any shoes in The Embassy Machines.
- ABSOLUTELY NO FOOD or BEVERAGES other than bottled water will be stored in bedrooms.
- Gossip will **NOT** be tolerated.
- Do **NOT** feed pets ANY thing except Dog or Cat food.
- Vulgar language will not be tolerated.
- Physical or verbal abuse, including abuse of pets, will not be tolerated and immediate discharge from program will result (and authorities may be contacted).
- Searches can and will be done, in case of any suspicious behavior by any program participant. All belongings can be searched including but not limited to media devices and cell phones.
- If program participant becomes 2 weeks or more behind in program fees, they will be placed back on restriction until program fees are current, and must make arrangements with Director/Asst. Director, or be subject to **IMMEDIATE DISCHARGE**
- Before taking an approved overnight each program participant must pay \$15 to the house manager for a UA administered upon return.
- **If you DO NOT** give the appropriate two-week notice of leaving the program you will forfeit ALL refundable fees owed to you from The Embassy, Inc. unless you have made arrangement in writing.
- **If you leave** the program with the appropriate two-week notice, you will have thirty days to request any fees due you from The Embassy, Inc, unless any damage has occurred to properties.
- All students must be actively seeking employment and must be employed.
- **While unemployed**, all members must complete 20 hours of in-house education programs/ community service per week. (See notes regarding first seven days you cannot job search, after seven days you can job search two days and three days you must perform community service).
- **Once employed**, students must maintain 20 hours of employment per week.
- Clean up after yourself in every area of every property, no personal items left in common area
- All material or belongings being brought into any house must be processed by staff.
- Students are to be ready for their day no later than 7:00 am on weekdays.
- **NO** weapons are allowed in or on any property, including personal vehicles for any reason.
- Students must dress appropriately at all times; if clothing is unacceptable, students will be asked to change clothing.
- **NO** ear buds, sunglasses, or hoodies while in houses, attending meetings, meals or outside functions. (Fellowship is a key component to recovery).
- If a program participant vacates The Embassy property, the program participant must collect all personal items within seven (7) days. After seven (7) days all of the student's property, not collected, will be disposed of by The Embassy.

- All issues or concerns that arise should be taken to House Manager, unless it involves house manager. In that case program participant should contact Director or Asst. Director for resolution.
- **VIOLATIONS OF ANY OF THE RULES WILL RESULT IN MINIMULLY A WRITTEN VIOLATION. AFTER THREE (3) WRITTEN VIOLATIONS WITHIN THIRTY (30) DAYS, A PROGRAM PARTICIPANT WILL BE DISCHARGED.**
- **VERBAL THREATENING OF, OR PHYSICAL CONTACT WITH, ANY STAFF OR STUDENT, CAN AND WILL RESULT IN IMMEDIATE DISCHARGE**

The Embassy is a non-profit, faith-based substance abuse recovery organization, working in the Sedalia/Pettis County area to provide safe and stable environment, providing guidance, programs and opportunities, equipping and empowering people with substance use disorder (SUD) to achieve and maintain long-term recovery.

If you are committed to overcoming your addiction and changing your life, *WELCOME HOME!!!*

STUDENT PRINT NAME DATE

STUDENT SIGN NAME DATE

WITNESS SIGNATURE DATE



An Outreach of Working Men of Christ Ministries

The Embassy
111 North State Fair Blvd, Suite 20
Sedalia, MO 65301
(660) 851-2283 | www.theembassyinc.org



Policy 23.01

DAILY ACTIVITIES

WEEKLY SCHEDULE AS FOLLOWS

- MONDAY:** Dash Training 9am-11:30 a.m.
Celebrate Recovery 6:00 pm (Cornerstone)
- TUESDAY:** Volunteer/Community Service 9am-11:30 a.m.
In-House Bible Study 6:30 p.m.
- WEDNESDAY:** Dash Training 9am-11:30 a.m.
PM Church
- THURSDAY:** Personal Spiritual Growth/Homework 9am-11:30 a.m.
In-House Bible Study 7:00 p.m.
- FRIDAY:** Dash Training 9am-11:30 p.m.
In-House Bible Study 4:00 p.m.
Katie Souza Teaching/Soak 6:30 p.m.
- SATURDAY:** Sleep In Day, Ministry Projects; Deep Cleaning, Pass/Visit time
- SUNDAY:** AM Worship Services (Abundant Harvest/Antioch/Cornerstone/
Liberty Life/Parkview – rotate weekly)
House Meeting 5:00 p.m.

These activities may change. All meetings and activities are MANDATORY during probationary period with The Embassy Houses. Once off probationary restrictions, program participant must attend all calendar activities, recovery meetings and spiritual meetings.



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Policy 31.14

NALOXONE ACCESSABILITY POLICY

ALL of The Embassy residents will be trained in how to administer Naloxone. The Naloxone will not be kept in community areas, and will only be accessible to the House Manager. **The standard policy will always be call 911 immediately.**



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Policy 32.03

EMERGENCY CONTACT INFORMATION FORM

Emergency contact information must be completed on the Release of Personal Liability Form completed on admission.

This form requests the following information:

Your Name (printed): _____

Emergency Contact Person: _____

Emergency Contact Number: _____

Doctor's Name and Number: _____

This information must be completed upon admission.