

**Esther Place
Of
Mission
Messiah
Handbook**

Revised 01/19/09

3406 Princeton Ave.
Midland, TX

Policy

English is the official language of Esther Place of Mission Messiah

- I. Esther Place –
 - A. Each woman is to post a weekly schedule (flight plan) on the resident bulletin board, each Sunday evening during term stay. May be revised through Wednesday morning before departure for work.
 1. Sign in and sign out times for each day must be logged.
- II. Responsibilities
 - A. Curfew 11:00 p.m.
 - B. School curfew for children, 8:00 p.m. during school sessions. 9:00 p.m. during summer.
 - C. A Bulletin Board will be kept with:
 1. Chores
 2. Meeting Times
 3. Policy and Rule Changes
 4. News
 5. Special Needs
 6. Prayer Needs
 7. Special Projects
 8. Coming Events
 9. Study times and Subjects

Rules

- I. Conduct
 - A. No weapons, guns, knives, scissors, chains, pipes, etc. or anything that is intended to inflict harm upon another person.
 - B. No street talk and no profanity.
 - C. Do not talk to others about leaving the program.
 - D. No talking about drugs, alcohol or past lifestyles unless you have permission to share your testimony.
 - E. Tobacco use in any form is not allowed.
 - F. Use of drugs or alcohol is not allowed.

- G. Each woman is required to do their own laundry on assigned laundry days.
 - H. Aggressive physical contact is prohibited.
 - I. Do not make negative comments about other women, children or staff.
 - J. Do not use staff members against one another or other residents.
 - K. Do not litter.
 - L. Only literature approved by the staff is allowed.
 - M. Respect other residents.
 - N. Nicknames are prohibited.
 - O. No candles.
- II. Privacy
- A. Information about residents will not be released to anyone
 - B. Staff member will knock before entering residential rooms
 - C. Resident's are not to enter another residents room. Common living area is appropriate for visitation.
 - D. Resident's rooms may be entered without resident's knowledge.
 - E. Staff Quarters including living areas are to be entered by invitation only.
- III. Children
- A. Children of whom the trainee has custody or guardianship may reside with that trainee. Age limit: infants through high school.
 - B. Children must attend school (public, private, or approved home school).
 - C. Children must be supervised at all times.
 - D. Children will not be abused.
 - E. Children must be disciplined.
 - F. Children will be respectful of all residents, staff, volunteers and other children.
 - G. Residents will only discipline other resident's children in an emergency (i.e., child in street).
 - H. Children are allowed in wooden floored section of the home by invitation only.
 - I. Children are not allowed to play in the prayer/study courtyard.
 - J. Children are not to enter rooms of other residents without permission or when unoccupied.
- IV. Designated Public/Community Areas
- A. The kitchen is a community room. Shelves or areas may be designated per individual or family group as needed.

- B. All food to be kept in the kitchen storage areas. Refrigerator in laundry room to contain any soft drinks, etc. for residents and children for use after hours, to provide staff family time.
 - C. Doors to community rooms are to be open from morning until after evening kitchen clean up, to allow for on-site staff privacy. Doors may be closed for special occasions, i.e. family time, groups, etc.
- V. Rooms
- A. Rooms will be clean and orderly at all times.
 - B. Do not hang or tape anything on the walls.
 - C. No diapers/pampers/women's' hygiene products flushed in toilets.
 - D. No televisions or computers. Radio/CD players are allowed with ONLY Christian radio stations and CD's.
 - E. CD's, videos, DVD's, etc., must be approved by staff.
 - F. All furnishings provided in room must be cared for.
 - G. Lights must be turned off when not in use. \$ 1.00 yellow slip fine per violation.
 - H. Do not remove any item that has been placed in room without permission. Bedspreads may not be changed; pictures may not be taken down, etc.
 - I. Thermostats may not be changed with permission or instruction. Left at 70 degrees always! Do not change the thermostat for any reason.
 - J. Room doors are to be left open when resident is not in room for proper heat and air circulation.
- VI. Visitors
- A. No male visitor in any portion of the resident's living quarters.
 - B. Visitation allowed in designated living areas only. Visitation is Sunday afternoon from 2:00 – 5:30 pm.
 - C. Family dinners on Thursday evenings (7:00 – 9:00) open to immediate family.
 - D. Visitation is restricted to family members and church family, any other visitation must be submitted to and approved by staff with 48 hour written request.
- VII. Discipline
- A. Yellow slips are given for failure to do assigned chores.
 - B. Each yellow slip is \$1.00 and appropriate Saturday work. The second offense for the same infraction will be \$5.00 and appropriate Saturday work in Odessa.
 - C. Pink slip infractions are incurred when a handbook rule is disregarded, or 3 yellow slips for the same infraction have occurred. Disciplinary action to be decided at that time.

1. You will be dismissed from the program after receiving 3 pink slips.
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- VIII. On Site Responsibilities -- The following duties are performed on a rotating schedule.
 - A. Kitchen duties
 - B. Cleaning public areas and empty rooms.
 - C. Maintain Esther Place grounds and garden.
 - D. Maintenance and repair as needed.

 - IX. Dress Code
 - A. No revealing or seductive clothing.
 - B. No short shorts or miniskirts.
 - C. No swimsuits without cover ups.
 - D. Robes required in all public rooms.
 - E. Appropriate underclothing must be worn at all times.
 - F. Children's clothing is to be clean, neat and weather appropriate.

 - X. Automobiles
 - A. Vehicles are to be properly maintained.
 - B. Parking will be assigned by staff.

 - XI. Support Groups
 - A. To be staff directed.
 - B. Mandatory Group functions can be instated by Mission Messiah staff or on-site staff.
 - C. Morning devotions are at 6:00 a.m.

 - XII. Health
 - A. All medical costs for the resident and her family are her responsibility.
 - B. All health information will be kept private.
 - C. Report injuries and illnesses to staff members.
 - D. Prescription medication must be kept by staff, and distributed per directions (unless other arrangements are made with director or onsite staff).
 - E. Over the counter medication subject to same supervision as prescription medication. For more detail with check with the director.

 - XIII. Meals
 - A. Be on time for any planned meals. (if you are going to be late a courtesy phone call must be made).
 - B. There will be prayers before meals. All family members are required to be present for prayer.

- C. Use good manners.
- D. Clean up when finished and place dishes per instructions.
- E. Take care of your children's needs during meals.
- F. Fasting must be pre-approved.

XIV. Privileges

- A. No dating.
- B. Letters and visits are allowed with immediate family and church family. All mail will be read, incoming and outgoing.
- C. House telephone time will be available during the evening after the dinner hour. It will be available for 7:00 – 9:00 (no call longer than 10 minutes) after the meal. **Any weekend usage must be approved by onsite staff.**
- D. Emergency calls will be allowed.

XV. Pets not allowed.

XVI. Gold Phase Financial Responsibility

- A. When paid employment is attained, \$200.00 is to be payable to Mission Messiah, Odessa within 24 hours of receipt of payment.
- B. A copy of check/payment, must be submitted.