



# HANDBOOK

Executive Directors:  
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## Policy

English is the official language of Mission Messiah

### **I. Leaving the Mission's Premises**

- A. Trainees are not allowed to leave the Mission property without prior approval.
- B. Trainees are permitted to leave the premises when accompanied by a staff member or a designate approved by the program director.

Purpose for leaving the campus include:

- 1. Church
- 2. Work
- 3. Doctor
- 4. Court/Attorney/Police/Sheriff

**Notification and permission required**

- C. All trainees will sign in and out as they enter or leave the Mission property.

### **II. Trainee Responsibilities**

- A. Curfew 11:00PM Trainees in room lights out.

- B. Bulletin Board: (Posted in the dining hall)

Trainee responsibilities include checking the bulletin board for:

- 1. Work Schedules
- 2. Meeting times
- 3. Policy and/or Rule Changes
- 4. News
- 5. Special Needs
- 6. Prayer Needs
- 7. Special Projects
- 8. Up Coming Events
- 9. Volunteer Work
- 10. Study Times and Subjects

## Rules

### **I. Conduct**

- A. No weapons, guns, knives, scissors, chains, pipes etc. or anything that is intended to inflict harm on another person.
- B. No street talk and no profanity.
- C. **Do not talk to other trainees about leaving the program.**
- D. No talking about drugs, alcohol or past life styles unless you have permission to share your testimony.
- E. **Tobacco use of any form is not allowed.**
- F. **Use of drugs and alcohol is not allowed.**
- G. Trainees are required to do their own laundry on assigned laundry days.
- H. Aggressive physical contact is prohibited. ( Scuffling, wrestling, punching, kicking, slapping etc.)
- I. Do not make negative comments about other trainees or staff .
- J. Do not use staff members against one another or other trainees.
- K. Do not litter.
- L. Only literature approved by staff is allowed.
- M. Respect fellow trainees.
- N. Nickname are prohibited
- O. Approved tapes may be checked out with staff approval.
- P. **No cell phones**
- Q. **No candles**

### **II. Privacy**

- A. Staff members will knock before entering trainees' rooms.
- B. Trainees rooms may be entered without the trainees knowledge.

### **III. Children**

- A. Children of whom the trainee has custody or guardianship may reside with that trainee. Age limit: infants through high school graduates, if not married.
- 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 trainees, staff, volunteers and other children
- G. Trainees will only discipline other trainees children in an emergency (i.e. children in street)

**IV. Rooms**

- A. Rooms will be clean and orderly at all times.
- B. Do not hang or tape anything on the walls (without permission)
- C. No diapers/pampers/ women's hygiene products flushed in toilets.
- D. No televisions. Radios with contingencies.
- E. Tape players and approved tapes may be used with staff approval.
- F. All furnishings provided in rooms must be cared for.
- G. Heating and cooling systems must be turned off when not in room.
- H. Lights must be turned off when not in room.
- I. **Trainees are not allowed in each others rooms.**

**V. Visitors**

- A. No visitation or phone calls in the first two weeks.
- B. **Visitors are not allowed in rooms**
- C. Visitation allowed in designated areas only.
- D. Visitation restricted to family members and church affiliates.
- E. Schedule visitation :( **special permission from director for other times**)
  - 1. Saturday - 1:00 PM to 5:00 PM
  - 2. Sunday - 2:00 PM to 5:00 PM

**VI. Discipline**

**A. Yellow Slip**

- 1. A yellow slip is given for failure to improper behavior.
- 2. Each yellow slip will have disciplinary consequences.  
Three yellows of a specific infraction will result in a pink slip.

**B. Pink Slip**

Pink Slip is given for an infraction of a handbook rule.

- 1. You will be dismissed from the program after receiving seven (7) pink slips.

**VII. On site Responsibilities**

The following duties are preformed on a rotating schedule:

- A. Kitchen Duty
- B. Blessing Galore
- C. Cleaning Public Areas and Empty Rooms
- D. Maintaining Mission Grounds and Garden
- E. Maintenance and Repair

**VIII. Dress Code**

- A. No revealing or seductive clothing.
- B. No short skirts or miniskirts.

- C. No swimsuits.
- D. No jeans with holes cut or ripped in them.
- E. No jean cut-offs.
- F. Children's clothing is to be clean, neat and appropriate for weather conditions.
- G. If in doubt-ask
- H. **Proper under clothing must be worn at all times.**

**IX. Automobiles**

- A. Proof of current tags, sticker, and insurance must be provided to director.
- B. Special permission is needed each time your automobile is used.
- C. Auto must be locked at all times.
- D. Auto will not be used as a storage area.
- E. Auto must be kept clean and in good working order.

**X. Support and Development Groups**

- A. Adult Groups:
  - 1. Attend all meetings.
  - 2. Follow instructions.
  - 3. Work on assigned work.
  - 4. No sleeping in group.
  - 5. Come to group on time and ready to learn.
  - 6. Contribute to the group.
  - 7. Family members allowed with permission of the group and instructor.

**XI. Health**

- A. On going medical needs must be reported at the interview.
- B. Health information will be kept private unless it affects others.
- C. Report injuries and illnesses to the staff member on duty immediately.
- D. Trainees are responsible for doctor appointments and any medical expenses for themselves and their children.
- E. Prescription medication must be kept in office and distributed per directions.
- F. Over the counter medication subject to the same supervision as prescription medication. For more detail check with the director.

**XII. Meals**

- A. Be on time for meals.
- B. There will be prayers before meals. You 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. No complaining about the food.
- G. Skipping meals must be pre-approved.
- H. Do not take more food for you or your children than you can eat.
- I. Unplug the coffee pot if you empty it.
- J. Fasting must be pre-approved.

**XIII. Privileges**

- A. Letters, photos, calls, and visits are allowed with immediate family: parents, grandparents, siblings, children, grandchildren and sponsor. Any other by approval from director.
- B. Your mail will be delivered to you in a timely fashion. If not allowed you will be informed.
- C. Telephone time will be made available by assignment daily.
- D. Calls may be supervised.
- E. Incoming calls will be logged with the date, time and name of callers. No collect calls will be accepted. You will be allowed to return calls during telephone time.
- F. Emergency calls will be allowed.

**XIV. Pets**

- A. No Pets Allowed.

**XV. Restricted Areas**

- A. The following areas are off-limits without permission of the director:
  1. Offices
  2. Class and counseling rooms (when not in use)
  3. Directors living area.
  4. Staff living quarters.
  5. Shops and storage areas.
  6. Tool room.
  7. Empty rooms.
  8. Rooms of other trainees (no exceptions)
  9. Kitchen, pantry and Blessing Galore.
- B. Obtain permission before entering restricted areas, knock before you make your presence known.
- C. Office and staff quarters close at 5:30 PM for uninterrupted family time.

- D. No spitting in trash cans, water fountains or sinks.
- E. Trainees are required to help conserve energy, by turning off lights, air conditioners, heaters and other appliances when leaving rooms or public areas.
- F. Report leaks, damaged or unsafe equipment to maintenance immediately.

**XVI. Clothing, etc.**

You may bring **LESS**, but please **DO NOT BRING MORE**.

- A. 4 Dresses for church
- B. 3 Pairs of Dress Slacks and Dress Blouses
- C. 2 Casual Dresses or Skirts and Blouses
- D. 5 Pairs of Jeans or Casual Slacks
- E. 5 Pairs of Shorts (loose fitting and no higher than 5" above the knee)
- F. 8 Casual Shirts or T-shirts ( no halter, tube, midriff or tank tops)
- G. 3 Sweaters
- H. 1 Bathrobe
- I. 2 Pajamas or Modest Sleepwear
- J. 1 Pair Slippers
- K. 2 Pairs Dress Shoes
- L. 2 Pairs of Casual Shoes or Sandals
- M. 1 Pair Athletic Shoes
- N. 2 Blazers
- O. 1 Dress Coat
- P. 1 Casual Coat or Jacket
- Q. 1 One Piece Bathing Suite (in Summer **ONLY**)
- R. Toys must be able to fit in one toy box (provided by you).

**XVII. Restricted Items**

- A. NO Medications, herbs, laxatives, Benadryl, sleeping aids or various vitamins.
- B. NO Food supplements, tablets or powders.
- C. NO Literature, books, teaching tapes or CD's.
- D. NO Poetry books or old journals.
- E. NO Wall mount items or pictures.
- F. NO Expensive jewelry.
- G. NO Watchman TV's
- H. NO Food or drinks (may not have in rooms)

**XVIII. Required Items When entering Program**

- A. Health Test results in writing
- B. Social Security Card

- C. Certified copy of Birth Certificate
- D. Medical Aides cards or information ( for Emergency use only)
- E. Mission Messiah **DOES NOT** provide any medical, optical or dental services.

**TAKE CARE OF THAT BEFORE YOU ARRIVE!!!**