



Mission Messiah  
*A New Creation*

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# HANDBOOK

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## MISSION STATEMENT

Mission Messiah will lead women to establish a personal, one-on-one relationship with Jesus Christ so they and their children may receive:

1. Healing of past traumatic situations;
2. Hope for the future of the abundant life promised by Jesus; and
3. Hope for forgiveness and salvation, which ensure eternal life

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Cry loudly, do not hold back; raise your voice like a trumpet, and declare to their transgression, and to the house of Jacob their sins, yet they seek Me day by day and delight to know My ways, as a nation that has done righteousness, and has not forsaken the ordinance of their God. They ask Me for just decisions, they delight in the nearness of God. Why have we fasted and Thou dost not see? Why have we humbled ourselves and Thou dost not notice? Behold, on the day of our fast you find your desire, and drive hard all your workers. Behold, you fast for contention and strife and to strike with a wicked fist. You do not fast like you do today to make your voice heard on high. Is this not the fast which I chose, to loosen the bonds of wickedness, to undo the bands of the yoke, and to let the oppressed go free, and break every yoke? Is it not to divide your bread with the hungry, and bring the homeless poor into the house; when you see the naked to cover him: and not hide yourself from your own flesh? Then your light will break out like the dawn. And your recovery will speedily spring forth; and your righteousness will go before you. The glory of the Lord will be your rear guard. Then you will call and the Lord will answer; you will cry, and He will say, "Her I am." If you remove the yoke from your midst, the pointing of the finger, and speaking wickedness. And if you give yourself to the hungry, and satisfy the desire of the afflicted, then your light will rise in darkness and your gloom will become like mid-day. And the Lord will continually guide you, and satisfy your desire in scorched places. And give strength to your bones; and you will be like a watered garden, and like a spring of water whose waters do not fail. And those from among you will rebuild the ancient ruins; you will rise up the age-old foundations; and you will be called the repairer of the breach, the restorer of the streets in which to dwell. If because of the Sabbath you turn your foot from doing your own pleasure on My holy day, and call the Sabbath a delight, the holy day of the Lord, honorable and shall honor desisting from your own ways, from seeking your own pleasure and speaking your own word, then you will take delight in the Lord, and I will make you ride on the heights of the earth; and I will feed you with the heritage of Jacob, your father, for the mouth of the Lord has spoken.

Mission Messiah is a **2 Part** Life Skills and Leadership Residency Program for women and women with children who have been through traumatic situations. Residents and their children will reside at the Mission Messiah campus for the first 12 months of the program, while working their way through old mindsets and past painful experiences. Hope and healing is our main focus. This is accomplished through a personal, one-on-one relationship with Jesus Christ, and an intensive study of His Word.

**PART 1:** (Iron, Bronze, Silver and Gold)

The women will proceed through four separate phases of the program: Iron, Bronze, Silver and Gold. The **Iron** Phase is lovingly called our “come to” phase. During this phase, women will be detoxing out of “self,” and learning who Jesus Christ really is to them. Self-respect issues are dealt with in the **Iron** Phase, as the women begin to understand their value and worth as human beings. Their “old self,” with all its contention and strife, will be put aside as they learn how to live in harmony with others in the program.

As the **Bronze** Phase begins, women will come to know who they are in Christ. This is a time of humbling oneself in an effort to loosen the bonds of wickedness, as they begin to grow in Him. Women will also learn who the Holy Spirit is, and how He leads them and helps them through their growth process. They will begin to learn about service in the **Bronze** Phase.

In the **Silver** Phase, women are more in touch with who they are in Christ, and come to understand that they are a sweet fragrance unto the Lord. Self-control, submission to authority, forgiveness and positive, healthy, Godly attitudes are some of the goals reached during the **Silver** Phase. Here, they come to understand more of God’s Word, and how to apply it to their every-day lives. Women also begin to reintegrate back into the work place as a volunteer during this phase.

The fruits of the Spirit will become evident in the **Gold** Phase. By this time, women will have cultivated a fervent desire for relationship with Jesus Christ. Through that relationship, it will become their heart’s desire to serve and to give to others. Daily living skills will increase, as they begin to manage their budgets earned through their jobs. A certificate of completion is the acknowledgement of work well done!

**PART 2:** Platinum – (optional)

The last phase **Platinum**, is in place to allow a woman to put all of the above tools to work in accountable **outside** living through employment, mentorship, counseling and services (church attendance of your choice, life group, and financial guidance). This phase is a gift to help provide stability and help in a new life in Christ! Completion of the platinum phase will culminate with a graduation and ring ceremony.

**NOTE: THIS IS NOT OPTIONAL IF A WOMAN CHOOSES TO CONTINUE THEIR PARTNERSHIP WITH A MM TRAINING CENTER WORK LOCATION.**

## **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 executive director.

Purposes for leaving the campus include:

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

**Notification and permission required.**

### **II. Trainee Responsibilities**

**A.** Curfew: Trainees in room

9:00 PM, Sunday – Thursday

11:00PM, Friday & Saturday

**B.** Bulletin Board: (Posted in Faith Hall/Dining)

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 Time and Subj

## Rules

### **I. Conduct**

1. No weapons of any type that are intended to inflict harm on another person.
2. No yelling, street talk and no profanity.
3. **Do not talk to other trainees about leaving the program.**
4. No talking about drugs, alcohol or past life styles unless you have permission to share your testimony.
5. **Tobacco use of any form is not allowed.**
6. **Use of drugs and alcohol is not allowed. Drug, alcohol and nicotine tests will be given on a regular basis. These are DISMISSABLE OFFENCES.**
7. Trainees are required to do their own laundry on assigned laundry days.
8. Aggressive physical contact is prohibited. (Scuffling, wrestling, punching, kicking, slapping etc.)
9. Do not make negative comments about other trainees or staff.
  - I. Do not use staff members against one another or other trainees.
10. Do not litter.
11. Only literature approved by staff is allowed.
12. Respect fellow trainees.
13. Street Nickname are prohibited
14. Approved CDs may be checked out with staff approval.
15. **No cell phones, mp3 players, gameboys, ipods, ipads, etc.**
16. **No candles or candle warmers.**

### **II. Privacy**

1. Staff members will knock before entering trainees' rooms.
2. Trainee's rooms may be entered without the trainee's knowledge.

### **III. Children**

1. Children of whom the trainee has custody or guardianship may reside with that trainee. Age limit: infants through high school graduates, if not married.
2. Children must attend school (public, private or approved home school)

3. Children must be supervised at all times.
4. Children will not be abused.
5. Children must be disciplined.
6. Children will be respectful of all trainees, staff, volunteers and other children
7. Trainees will only discipline other trainees children in an emergency (i.e. children in street)

**IV. Rooms**

1. Rooms will be clean and orderly at all times.
2. Do not hang or tape anything on the walls (without permission)
3. No diapers/pampers/ women's hygiene products flushed in toilets.
4. No televisions. Radios with contingencies.
5. Only hard candy and water are allowed in rooms.
6. CD players and approved CDs may be used with staff approval.
7. All furnishings provided in rooms must be cared for and not rearranged without staff approval.
8. Do not remove anything or bring in any new items (without permission) i.e. pictures, lamps etc.
9. Heating and cooling systems must be turned off when not in room.
10. Lights must be turned off when not in room.
11. **Trainees and other children are not allowed in each others rooms.**

**V. Visitors**

1. No visitation in the first six weeks.
2. **Visitors are not allowed in rooms**  
Resident's children age 18 and under, who do not reside on the facility campus, may visit in their mother's room.
3. Visitation allowed in designated areas only.
4. Visitation restricted to family members and church affiliates.  
Boyfriends and friends are not allowed.
5. Married couples must present marriage certificate in order to obtain communication.
6. Schedule visitation: Sunday - 2:00 PM to 5:00 PM unless they attend church with trainee beginning directly after church  
**(special permission from executive director for other times)**
7. Residents may not use visitor's phones, ipads, computers etc. during visitation.
8. Fathers may visit children according to specified court order times, only.

## VI. Discipline

### a) **Yellow Slip**

(1) A yellow slip is given for failure to exhibit proper behavior.

(2) Each yellow slip will have disciplinary consequences. Three yellows of a specific infraction will result in a pink slip.

### b) **Pink Slip**

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

(2) Dismissal occurs from the program after receiving seven (7) pink slips.

(3) Re-entry trainee's will only be allowed (3) pinks before dismissal.

(4) An **Orange Slip** is given for heavy infraction. Does not carry the severity of the pink toward dismissal, but carries disciplinary weight.

### c) **Red Slip** is given during the **PLATINUM PHASE**.

(1) These slips would occur if a severe problem occurs in outside living. Two reds will result in forfeiture of a formal graduation,

## VII. On site Responsibilities

The following duties are preformed on a rotating schedule:

1. Faith Hall Duty
2. Cleaning Public Areas and Empty Rooms
3. Maintaining Mission Grounds and Garden
4. Maintenance and Repair

## VIII. Dress Code

1. No revealing or seductive clothing or spaghetti straps.
2. No short skirts or miniskirts.
3. No swimsuits (except when going swimming and with cover-up)
4. **No t-shirts with inappropriate symbols, skulls, etc.**
5. Children's clothing is to be clean, neat and appropriate for weather conditions.
6. If in doubt-ask
7. **Proper under clothing must be worn at all times.**

## IX. Support and Development Classes

- A. Attend all classes.
- B. Follow instructions.
- C. Work on assigned work.
- D. No sleeping in class.
- E. No doing homework, writing letters etc. during class time.
- F. Be on time and ready to learn.
- G. Contribute to the class.

- H. Family members allowed with permission of the group and instructor.
- I. Photography and videography will occur during your stay at Mission Messiah.

**X. Health**

1. On going medical needs must be reported at the interview.
2. Health information will be kept private unless it affects others.
3. Report injuries and illnesses to the staff member on duty immediately.
4. Trainees are responsible for doctor appointments and any medical expenses for themselves and their children.
5. All medication must be kept in office.
6. Med call is 8:00 am and 7:00 pm daily.
7. Any and all appointments will be scheduled on Wednesday.
8. Mission Messiah does not allow any psychotropic drugs or any mind or mood altering medications. Narcotic drugs of any kind are not permissible on our campus.

**XI. Meals**

1. Be on time for meals.
2. There will be prayers before meals. You are required to be present for prayer.
3. Use good manners.
4. Clean up when finished and place dishes per instructions.
5. Take care of your children's needs during meals. Clean and return child's chair and/or high chairs when finished eating.
6. No complaining about the food.
7. Skipping meals must be pre-approved.
8. Do not take more food for you or your children than you can eat.
9. Unplug the coffee pot if you empty it.  
Fasting must be pre-approved.  
All food in Faith Hall is community property.
  - I. Food is reserved for Faith Hall and outside only. No food at any time in the Sheep Gate, Zone, or CLC except for children during CLC hours.
10. No coffee to be made after 9:30 am

## **XII. Privileges**

1. Letters, photos, calls, and visits are allowed **only** with immediate family: parents, grandparents, siblings, children, grandchildren. **Church affiliates may only visit with prior approval**. Visitation with the above becomes available after initial 6 weeks.
2. Any other by approval from director.
3. All incoming and outgoing mail will be read. Your mail will be delivered to you in a timely fashion. Stamps will be left in office. Inappropriate mail, incoming or outgoing, will be placed in file.
4. Telephone time will be made available by assignment biweekly, after first two weeks.
5. Calls will be supervised.
6. 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.
7. Emergency calls will be allowed. (Staff discretion will be used)

## **XIII. Pets**

1. No Pets Allowed.

## **XIV. Restricted Areas**

- a) The following areas are off-limits without permission of the director:
  - (1) Offices
  - (2) Directors living area.
  - (3) Staff living quarters.
  - (4) Shops, Annex and storage areas.
  - (5) Tool room.
  - (6) Empty rooms.
  - (7) Rooms of other trainees (**no exceptions**)
- 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 unless an emergency arises.
- d) Trainees are **required** to help conserve energy, by turning off lights, air conditioners, heaters and other appliances when leaving rooms or public areas.
- e) Report leaks, damaged or unsafe equipment to maintenance immediately.

**XV. Clothing, etc.**

You may bring **LESS**, but please **DO NOT BRING MORE. NO CLOTHING WITH INAPPROPRIATE LOGOS, i.e. bands, skulls, etc. NO MORE THAN WILL FIT INTO ONE SUITCASE PER FAMILY MEMBER.**

1. 4 Dresses for church
2. 3 Pairs of Dress Slacks and Dress Blouses
3. 2 Casual Dresses or Skirts and Blouses
4. 5 Pairs of Jeans or Casual Slacks
5. 5 Pairs of Shorts (loose fitting and no higher than 5" above the knee)
6. 8 Casual Shirts or T-shirts ( no halter, tube, midriff or tank tops)
7. 3 Shirts, jeans and shoes for outside work.
8. 3 Sweaters
9. 1 Bathrobe
10. 2 Pajamas or Modest Sleepwear
11. 1 Pair Slippers
12. 2 Pairs Dress Shoes
13. 2 Pairs of Casual Shoes or Sandals
14. 1 Pair Athletic Shoes
15. 2 Blazers
16. 1 Dress Coat
17. 1 Casual Coat or Jacket
18. 1 One Piece Bathing Suit (in Summer **ONLY**)

**XVI. Required Room Items**

1. Toys must be able to fit in one toy box (provided by you).
2. Mothers bringing small children **must** bring your own car seat(s).
3. Alarm clock.
4. Towels.
5. CD player, if possible.
6. Cleaning supplies for your room.
7. Laundry basket.
8. Personal water bottle or container, coffee cup w/lid
9. Personal toiletries.  
Paper (spiral notebooks or loose-leaf binder), pens, mechanical pencils, highlighters for class and homework.
10. Calendar.

11. **Bible** and book bag.

**XVII. Restricted Items**

1. NO Medications, herbs, laxatives, benadryl, sleeping aids or various vitamins.
2. NO cigarettes or tobacco products, or nicotine patches
3. NO Food supplements, tablets or powders.
4. NO Secular literature, books, or CD's.
5. NO Poetry books or old journals.
6. NO Wall mount items or pictures.
7. NO Expensive jewelry.
8. NO electronic equipment with internet access
9. NO Food or drinks (may not have in rooms)
10. NO cell phones, mp3's, tablets, Gameboys, iPod, iPad's, computers, etc.
11. NO money, debit/credit cards, and/or checkbooks may be kept on trainee.
12. NO liquid or food of any kind are allowed in any of the Mission Messiah vehicles.

**XVIII. Required Items When entering Program**

1. Blood test results in writing
2. Social Security Card
3. Copy of Birth Certificate
4. Medical Aide cards or information (for Emergency use only)
5. Mission Messiah **DOES NOT** provide any medical, optical or dental services.

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