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THE  
EMBASSY  
RESTORING LIVES & BUILDING FUTURES

February 15, 2023

## Welcome to The Embassy!

### Embassy Staff Contact Information

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- The **Mission** of The Embassy is ‘advancing the Kingdom of Christ by equipping, restoring, and empowering broken people, including those with substance use disorders, who have seen a glimpse of hope.’
- You have agreed to a 6 month stay at the Embassy; however, we realize all your goals may not be accomplished in just 6 months. Therefore, an extended stay will be addressed in your individual transition plan.

## ➤ Features of the Program

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

- **Church:** The Embassy provides participants the opportunity to attend church, and **attendance is mandatory**. During bonding, participants attend church services with the group. After bonding is completed, and if the participant has found an approved church to call home, he may attend that church with an approved mentor or member. This is at the discretion of the Ministry Manager/ E.D.
- **Bible Study:** The Embassy offers in-house Bible studies taught by staff and/or volunteers at various times during the week as scheduled and **attendance is mandatory**. Approved, off-site Bible studies in the church community are also encouraged.
- **Ministry Events** such as concerts, revivals, programs, etc., will have mandatory attendance.
- **Christian Recovery Programs:** We will assist participants in developing an individualized recovery program that best suits the participants needs.
- **Secular Training:** Secular classes and topics such as Life Skills, Budgeting, on the job training, etc., are also available and participation is encouraged.
- **Mentors:** Participants will have the opportunity to acquire approved mentors who can help guide them and disciple them in their walk with Christ and their recovery
- **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). Embassy staff, volunteers, and mentors will assist the participants whenever possible in making all necessary contacts.
- **Graduation:** Upon completion of all requirements, and having successfully maintained evaluations above expectations, participants will graduate from The Embassy Discipleship Homes.
- **After Care Program:** The After-Care Program is a voluntary service provided for our participants upon successful completion of The Embassy Discipleship Homes. Upon graduation, discipleship will be available for follow-up and accountability to ensure greater success for our participants.

- **Mail and Correspondence:** Mail and letters in and out are allowed during the entire time at The Embassy. There is also a landline phone provided at each house.
- **Technology:** A computer will be made available in a designated common area at the intake house.
- **Transportation** will be provided by The Embassy for participants during bonding and for all participants to mandated events. All other transportation needs will be on a scheduled basis, approved by the ministry manager, and participants will be charged \$3.00 per trip in town. Out of town transports will be charged by mileage. “Store runs” will occur once a week, per ministry manager’s discretion.
- **Laundry facilities** on site as long as participants: Do not overload the washers. Clean the dryer lint filter before each load. Do not wash or dry shoes in the Embassy machines. Laundry will not be started before 8am or after 10pm.
- **Bonding:** Upon entering the program, participants will undergo a “bonding” period of no less than 21 days. This period will help the participant acclimate himself to the house, the other participants, Embassy staff, and the program. This is also a time to “shake off” wherever it is the participant is coming from. During bonding, the participant will have no cellphone or any other electronic devices. Once the phone is returned, it will be required to have a Purity app installed upon it.

While on bonding, the participant cannot leave the house/property without an approved chaperone. Furthermore, there are no visits from friends or family during this time (for participants to step into a new life all relationships will need an opportunity to “pause” and reevaluate the terms of that relationship—this is that pause for a better future). The participant will be assigned a bonding minister that will help them in navigating the Recovery Lighthouse requirements and discipling them through the program curriculum. Participants in bonding will not be allowed to work regular employment, however, are allowed to work some approved hours with various individuals and companies for some spending money. After the first week of the bonding period is completed, participants will be expected to **pursue** gainful employment. Twenty hours a week community service must be completed. This can be done through any approved 501C3 such as Open Door, or even projects that are “over and above” for The Embassy. Before bonding can be considered completed, the participant must:

1. Have his community service hours signed off on (total of 60).
2. Have all of the bonding curriculum signed off on by his bonding minister.
3. Must have all Recovery Lighthouse requirements fully up to date.

\*In special cases, if a participant is employed at the time of acceptance into the program, he may be allowed to keep his job (Compass Health participants).

### ➤ **Program Fees**

- Living expense is \$110.00 per week after employment is secured. If a participant is working part-time the living expense is 40% of net income up to \$110.00 per week. If your living expenses are two weeks behind, you will be restricted to the premises and reviewed by the House Director for further action.

\*If the participant qualifies through Recovery Lighthouse for funding, their program fees will be taken care of through Recovery Lighthouse **as long as funding is available**. If participant does not comply with the ongoing requirements of Recovery Lighthouse, then the participant will be held responsible for the program fees accumulated during his time of noncompliance.

### ➤ **Electronic Equipment**

- The media center, computers, electronic tablets, radios, cd's, and tape players may be used to aid participants in learning and in completing homework assignments. Tablets, computers, and personal electronics are not to be used for watching secular programs or movies on the Internet.
- No personal TVs are allowed at The Embassy. There will be a TV available in the living room.
- For the duration of the time in the program, the participant will only have one phone. Participant may be discharged from the program if a second phone is found in his possession.

### ➤ **Dress Code**

All staff and participants must have proper attire and must exhibit general cleanliness and hygiene. Hair will be clean and styled. Participants will bathe daily and will obey dress code. No obscene logos or images are to be worn on any item of clothing. Nothing glorifying alcohol, drugs, pornography, or anything deemed inappropriate by staff will be allowed. No low cut, revealing, or tight-fitting tops or bottoms. Shorts are to be at least mid-thigh length and there will be no sleeveless shirts and no saggy pants.

- Shoes will be clean and appropriate for the weather.
- Swimwear will be modest.
- Proper undergarments and outerwear will be worn in the houses during business hours, and any time the participant leaves the dorm. Proper sleepwear or loungewear may be worn in common areas after 8:00 p.m.

### ➤ **Good Neighbor Policy**

It is imperative that we have a good relationship with our neighbors and our community. In the event that any problems with neighbors should arise, there will not be any altercation of any type. The Ministry Manager and/or Executive Director should be notified immediately to resolve the issue. In the event of any escalation of a situation, do not hesitate to call local authorities.

- There will be no loud talk, music, or argument outside the house.
- Ministry Manager will notify program participants where they are able to park, not inconveniencing the neighbor's parking.
- The yard will be free of debris and trash, lawn will be maintained, etc.
- Participation is required in neighborhood cleanups and events.

**ANY VERBAL OR PHYSICAL ALTERCATIONS WITH OUR NEIGHBORS WILL RESULT IN IMMEDIATE DISCHARGE.**

### ➤ **Permissible Search**

The Embassy reserves the right to search a participant and their possessions when they arrive. The Embassy reserves the right to search participants, belongings (including, but not limited to, media devices and cell phones), and rooms again at a later date if it is warranted. Staff may also search the participant and their possessions when they return to the premises from a visit.

### ➤ **Overnight Passes**

After 30 days, **one** overnight pass will be allowed. After 60 days, **two** overnight passes will be allowed. After 90 days, **three** overnight passes will be allowed. Passes are a privilege and are contingent upon your progress in the program. To receive passes, program fees/Recovery Lighthouse requirements must be up to date, and you must be employed. Participants will/may be subject to a U.A or B.A. upon return.

### ➤ **Procedures/Requirements for Medical Documentation and Drug Policy**

1. No use of alcohol, un-prescribed medications, THC, 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, or for no reason at all, and after return from an overnight pass. Use of any alcohol or drugs will be grounds for immediate eviction. Only prescribed narcotic medications are allowed in The Embassy Program.

2. 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.
3. Documentation of self-administration of consumer medication will be entered on the medication administration form **upon intake** into the program.
4. If a program participant has been seen at a hospital or emergency room, clinic, all documentation **MUST** be provided to the Ministry Manager and office verifying: arrival, times of admission, and discharge times, as well as treatment and/or any medication administered, or prescribed during visit.
5. All controlled medications required by a participant shall be self-administered by the participant under the supervision of a Program staff person.
6. Filling of a physician prescribed medication will be done by the participant.
7. Any controlled medications will not be allowed in the program participant's possession or property, and must be locked in a secure location under the direction of the M.M.
8. Medications will be stored under lock and key at all times under the direction of the Ministry Manager.
9. Medications shall be properly labeled and handled in accordance with current applicable laws, rules and regulations.
10. All medications will be kept in original containers with original label intact.
11. Medications requiring refrigeration will be stored separately from food in a locked container. The temperature of the refrigerator shall be maintained between 36 degrees Fahrenheit and 41 degrees Fahrenheit.
12. 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.
13. Over the counter drugs or dietary supplements, including vitamins and herbal supplements, cough and cold medication, GI medications, Tylenol for fever and pain, may be used as long as there is a protocol for use, no allergies or sensitivities to the drug.
14. 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 M.M. or by the E.D. These medications must be kept in the program participant's personal area and out of sight of other program participants.
15. A program participant is not allowed to give another program participant any OTC drugs. This violation can result in a discharge.
16. A program participant that is found to be abusing OTC drugs can be discharged from the program.
17. If the Ministry Manager believes that a prescribed medication is affecting the participant'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 participant's recovery goals, the Ministry Manager or Executive Director will engage with the participant, and with signed HIP AA clearance agreement, will work collaboratively with the prescribing physician/clinic to address and resolve any issues. If physician/clinic is unresponsive, a second opinion may be requested.

18. In the event the use of any medication creates an unsafe atmosphere that is not conducive to recovery or is adversely affecting the participant's community, the participant may be discharged from the program.
19. Unused, mislabeled or outdated medications will be disposed of properly by the Ministry manager:
  - a. Mix medicines (do not crush tablets or capsules) with an unpalatable substance such as dirt, cat litter, or used coffee grounds.
  - b. Place the mixture in a container such as a sealed plastic bag.
  - c. Throw the container in household trash.
  - d. Delete all personal information on the prescription label of empty pill bottles or medicine packaging, then dispose of the container.

### ➤ **Standard Rules**

These rules and agreements are made at the sole discretion of The Embassy Directors and Staff and will have the **final say in all matters** affecting the safe, productive living arrangements agreed upon herein. The Embassy is an evangelical Christian program. Participants with the desire to attend the Discipleship Homes and have personally submitted their application and be willing to participate in the residential program with a commitment of 6 months to 1 year before transitioning out.

- Upon admission into the Embassy Inc. Recovery Program, all possessions and participants will be searched, and all laundry put immediately into the washing machine. A U.A. and B.A. will be administered at this time, as well.
- Use of any Alcohol or Drugs may be grounds for **immediate eviction**, or a designated Relapse Protocol may be followed.
- Participant agrees to submit to a Breathalyzer & or Urinalysis upon request for any reason or no reason at all, and upon return from overnight passes. Failure to submit to either will be considered as a positive result and will be grounds for removal from premises.
- If a participant has knowledge that another participant is using or bringing drugs or alcohol into the house and does not report it for the safeguarding of the house, then they are a willful participant in this defiant act of treason against the safety and sanctity of the recovery program and all participants and staff involved, and will be held accountable as such, which could result in their immediate eviction from the program.
- Tobacco Usage-Smoking is not allowed in Embassy facilities or vehicles. Designated smoking areas as determined by the Executive Director will be used by staff, participants, volunteers, and visitors. Designated smoking areas will be observed on outings and functions.
- Participant will be held financially responsible for all property damage due to carelessness, improper behavior, abuse, or neglect.



- No Weapons are allowed on the premises or on the person of any participants at any time.
- Stealing WILL NOT be tolerate. Authorities will be contacted, and participant will be exited from the program.
- Gambling of **any kind** will not be tolerated. This includes games of chance, going to casinos, lottery tickets, scratchers, pull tabs, and betting of any kind.
- Gossiping and backbiting are prohibited.
- Violence or threats of violence will be grounds for immediate exit from program.
- Verbal or physical abuse will not be tolerated (pestering is considered abuse).
- Participant may not bring or acquire items that would be a violation of their parole conditions.
- **Dating is not allowed.** Relationships are discouraged while in our program unless previously approved due to **certain** preexisting conditions.
- Curfew of 10:00 p.m. on weeknights (Sunday through Thursday) and 11:00 p.m. on weekends (Friday and Saturday) will be enforced.
- No earbuds or headphones worn while in common areas, attending meetings or outside functions, or during meals (fellowship is a key component to recovery).
- Participants will not be in their rooms during the hours of 7am to 4pm Monday through Friday. Exceptions made for third shift workers or if a participant is ill, but if ill very often, then a doctor's note for extended bed rest will be required (isolation can be detrimental to healthy growth).
- No secular music is allowed, and only staff-approved R-rated movies will be allowed.
- There are absolutely no candles in the bedrooms. Candles are only allowed in the dining room and living room.
- There will be no eating in the rooms. This gives opportunity to attract mice and bugs.
- Participants must use the sign in/ sign out board for posting information of their location (out is not a location. This is as much for safety as for accountability.)
- Assigned house chores will be done daily before 9:00 p.m. Chores will be checked and signed off by the House Monitor. Failure to do your chores will result in disciplinary action. It is the participant's responsibility to read the chore list before starting assigned chore and to notify staff when chore is completed.
- **7am Bible study** Monday through Friday is **mandatory** (unless employment does not permit).
- Meetings will be scheduled weekly. **House Meetings are mandatory.** Tardiness or failure to attend a mandatory meeting will result in disciplinary action.

## ➤ General Guidelines

- If you need something, ask the House Monitor or Ministry Manager. They can guide you.
- Care for the home is the responsibility of **every participant** in order to maintain a peaceful and safe environment where everyone respects each other and all property at all times.
- **Clean up after yourself**—no personal items left in common areas.
- Be kind and courteous to others.
- Speak to and treat everyone with **respect**.
- No foul language or cursing will be tolerated.
- Do not borrow or lend anything. This can lead to problems. However, food can be shared or given, and this is even encouraged.
- Room checks will be done by House Monitor on a daily basis.
- House phone calls are to be limited to 10 minutes per call. House phones are not allowed in bedrooms or bathrooms. No calls before 8am or after 10pm.
- No fraternization will be allowed with participants that have exited the program prematurely, unless approved by the Executive Director. This is to maintain a safe and productive environment for remaining participants.
- Visitations are to be scheduled and approved.
- Participants must maintain a minimum of 32 hours per week outside employment unless circumstances restrict full-time employment and arrangements are made with the ministry manager. Unemployed participants must complete 20 hours per week of documented community service unless arrangements have been made by the ministry manager.
- You are responsible for your own personal items once you are employed. This includes hygiene items, clothing, food, etc.
- House meals may **at times** be included; scheduling is at the discretion of the Ministry Manager.
- Any acquiring of excess will be brought to the attention of the Housing Director/Overseer of the Discipleship Homes.
- A two-week notice must be given when a participant is moving from the house and any obligations owed are due prior to vacancy.

### ➤ **Disciplinary Action**

- Non-compliance will result in verbal warning and/or a formal write up. Disciplinary Actions may result in but not be limited to loss of privileges, extra duty, restriction, extended studies and immediate exit from the premises. Violations resulting in a formal write up will be signed by participant and kept in their file. After 3 written violations, a participant will be discharged from the program. These actions are at the discretion of the Ministry Manager or Executive Director.

### ➤ **Exit Policy**

- If an exit is necessary as the result of a relapse, non-compliance, or for any other reason, the participant agrees that one hour will be given to vacate the premises of The Embassy Recovery Program. Participant will be given 10 days following eviction to pick up all personal belongings. Anything left on premises after 10 days will be considered abandoned property. The Embassy is not responsible for said properties of the participant.

### ➤ **Notification of Program Participant's Abandoned Property**

- Upon leaving The Embassy 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 personal property including electronics/cell phones will be disposed of at the discretion of the Embassy Staff. The Embassy is not responsible for said properties of the participant.

### ➤ **Conflict Resolution**

- As we walk in love and the other values our ministry supports, conflicts should be kept to a minimum. When conflicts arise make every attempt to communicate your concerns with the person you are having the conflict with and find an agreeable resolution. If a conflict cannot be resolved between the parties involved, staff/mentors will work with all participants to bring about the best resolution possible.

## ➤ Grievances

It is the belief of The Embassy that if a participant has a problem with or a complaint about the program course, work assignment, another participant, or staff member, the participant should first attempt to resolve the problem by taking the steps listed below:

1. House Monitor – Discuss with, and if no resolution...
2. Ministry Manager – Discuss with, and if no resolution...
3. Executive Director – Fill out a grievance form. Discuss formal grievance previously filed. The decision of the Executive Director should be regarded as final, but the participant has the option of taking the grievance outside the realm of the program. If participant is dissatisfied with the response, proceed to step 4.
4. Board President – Discuss the event and previous decision.

Every participant has the right to lodge a grievance without fear of retaliation. If a participant feels the need is immediate, a grievance form can be filled out at any time outside of the steps listed and presented to the Executive Director or the Board President.

## ➤ Final Thoughts

God has provided the Embassy homes as steppingstones in your new walk. These homes will not enable you to continue to act out in character defects or your old way of living. We provide a kind and loving environment for you to let your guard down, build trust with others, and build your faith in Jesus Christ. We encourage change and continual growth.

Our foundation is Christ Jesus, correct family values, doing the next right thing and treating others as it is written in God's Word. He is the Teacher; we are the students.

**Welcome home.** John 15:12-16