



Dear applicant,

Please complete the following application to the best of your ability. Honesty is very important as you answer these questions. There is no right or wrong answer and neither will determine your eligibility. Our team asks these questions for your safety and the quality of care to find the best fit for you.

There are three steps to begin the intake process. We ask you to fill out the application and exit plan, as well as read over the handbook. Once those steps are completed, return the 3 items to us and we will schedule your first zoom interview to begin the interview process.

You will be given a drug test before being accepted into our program, as well as immediately upon arrival when accepted. We are a free-will program. This simply means, you enter our program by choice and stay by choice. If/when a resident chooses to leave our program, they will not have the option to return for six months. After that six-month time period, a committee will review the resident's case and decide if/when re-entry is an option.

Missing Peace is a long-term, 24-hour care program centered on Biblical, Christian values. Our program is individualized and can last 12-24 months. We are highly structured and enforce rules and regulations that are in the best interest of all staff, residents, and volunteers. This includes no cell phone and/or internet use as both of these are a threat to the security of Missing Peace.

Please find our mission statement below. When completing the application, you will find an appointment for a telephone interview. We look forward to hearing from you. Please be prepared to voice your questions and concerns on this initial call.

Sincerely,

Kimberley Guined

Executive Director

[Missing Peace Ministry](#)

info@missingpeaceministry.org



Missing Peace Mission Statement

Missing Peace exists to share the love, salvation, and hope of Jesus Christ to women victimized by sex trafficking.

Missing Peace Strategic Vision

Missing Peace provides a place of shelter, healing, and Biblical restoration for trafficked women. Through an in-residence, Scripture-based ministry, the staff provides counseling, life skills mentorship, and practical business experience within our community network of trusted partners. Missing Peace serves as a transitional bridge from victimization to victory through Jesus Christ, pursuing a healthy, balanced, and God-given purpose.

Missing Peace Faith Philosophy

Missing Peace is a faith-based ministry striving to follow Biblical principles in counseling methods, staff selections, organization, and leadership. We trust God's truth to prevail over darkness and His provision to meet the needs of the women He has called us to serve. We strive to follow in the steps of the Savior Who declared, "The Spirit of the LORD is upon Me, because He has anointed Me to preach the gospel to the poor; He has sent Me to heal the brokenhearted, to proclaim liberty to the captives and recovery of sight to the blind, to set at liberty those who are oppressed." Luke 4:18



Application for Residency

Name:

Date of Birth:

ID: ☐ yes ☐ no

Current Location:

Are you safe? ☐ yes ☐ no

From where? City/State:

Current Medications:

Medications prescribed not currently taking:

Mental Health Diagnosis:

Criminal history (probation, current pending charges, active warrants)



Substance use:

- Are you currently sober of ALL substances including alcohol
☐ yes ☐ no

- If no, what are your substances of choice?

- How much and how often are you using?

- What method of use do you prefer? (injection, smoking, oral, etc.)

- If yes, how long have you been sober?

- Have you been to a rehab for substance abuse in the past? ☐ yes ☐ no

- If so, where?

Questions or concerns:



Residential Exit Plan

It is our hope for every resident to graduate Missing Peace program. However, in the occasion of an emergency, mental crisis, the need for further intervention, disciplinary action, or change of plans, we have found it best to discuss an exit plan. Provide the following information so we can make plans accordingly.

Emergency contact: (List 3 if possible)

Name: Relationship:

Phone: Location: (City, State)

Name: Relationship:

Phone: Location: (City, State)

Name: Relationship:

Phone: Location: (City, State)

If you leave the program before graduation, where do you choose to go?

- Substance Abuse Facility
- Mental Health Facility
- Family or Friend: If so, who? Phone?

- The advocate who sent you to MP
- Other



Where do you call home?

Do you feel safe there?

☐ yes ☐ no

Are you welcome there?

☐ yes ☐ no

Do you have any questions or concerns for us?

Thank you,

Kimberley Guined

Executive Director

[Missing Peace Ministry](#)

info@missingpeaceministry.org



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Mission Statement

Missing Peace exists to share the love, salvation, and hope of Jesus Christ to women victimized by trafficking.

From the Founder

Welcome to Missing Peace Ministry! Just as you have had a lifelong journey to us, our team has been on a long journey preparing for you. Answering the call to build a shelter designed just for you has been my purpose in life. I have dreamt of you. I have prayed for you. I have fasted for you. Our team has planned, organized, and strategically built this shelter just for you. You are that precious!

I want you to know you are safe and secure here. We believe you were sent here by God, no matter the circumstances which led you here. You know heartbreak. You know disappointment. You have felt the sting of failure. You have been let down over and over and over again. You have been loved wrong by people who were supposed to show you what love is. You know there is more to life than what you have experienced.

This is where Missing Peace comes in. We are here to be a bridge from the trauma you have suffered to a healthy, balanced, successful life. We will not always get things right. We will go through hard times together. We are not here to make promises we can't deliver on. We are here to love you. We are here to lead you and walk with you every step of the way. We are here to help you discover your purpose, overcome your trauma, share the love and hope we know through Jesus Christ, and equip you with everything you need in order for you to reach your potential, your God ordained purpose.

I am so incredibly excited you are here. Tears fill my eyes as I type this letter. God began to speak to me about you as early as 2013. May your walk with us be sweet. May your days be full of wisdom and your conversations be uplifting. May you be full of joy and overcome with love. May you find the Missing Peace you never knew was missing.

With all of my love,
Kim



Mentor Recognition

When Jeff & I first began this journey, I knew I would need a mentor. My desire was to find someone with a similar vision/heart to serve & restore women who had been rescued from trafficking through the love of Jesus Christ. I needed a successful mentor program with experience and who worked with excellence. My hunt for this was long and somewhat discouraging. One of our supporters reached out to me about The WellHouse. I was pleased after researching their website and contacted Mrs. Carolyn Potter, their Chief Executive Director. After a phone conversation with me sharing our vision, Mrs. Carolyn invited Jeff & I to visit the facility and she took the time to share her wisdom, experience, and story. We knew when we left The WellHouse this was the place we wanted to pattern our ministry after.

The WellHouse has provided an extensive manual, The WellHouse Way, which is a wealth of knowledge from their experience. Missing Peace Ministry has adopted many of their ways. We have adjusted their program to a smaller scale of which will better fit our residents. There is an extensive amount of our program which comes from The WellHouse Way, much of the information is verbatim from their manual, while some of the information is based on the information they have provided. We believe their program is a success and we do not wish to waste valuable time exploring other methods when their methods are proven to be successful.

We are so grateful for Mrs. Carolyn and her team who have taken their time to ensure our success. We are thankful for this Divine connection and their mentorship. We hope to acknowledge their success and give credit where credit is due, all while supporting them as the opportunity arises.



The WellHouse Way

Resident Rights

The following rights and responsibilities have been put into place to clarify expectations and roles and to help keep harmony in the shelter where multiple individuals live together and share common space. Residents are required to keep the common good and other's safety and comfort in mind while living here. It is important to recognize that the behavior of any resident affects all residents.

As a Resident of Missing Peace Ministry:

- You have the right to be respected.
- Grievance Policy: You have the right to be heard.
 - We encourage Residents to deal with conflicts directly with the people involved whenever possible. If you need help to resolve a conflict, speak with the Home Coordinator or Case Manager depending on the nature of the issue. The Program Officer, COO and CEO may be consulted (in this order) to resolve an issue not resolved by the Home Coordinator or Case Manager, depending on which phase you are residing at the time of the conflict.
- You have the right to self-determination.
 - We will provide trained, caring staff to assist you in making determinations for your life. You will meet with various staff who are here to help you:
 - Work through challenges
 - Set goals and create a plan to reach them
 - Make referrals to appropriate agencies and resources
 - Provide transportation when possible to necessary meetings and appointments
 - Your stay at Missing Peace Ministry is voluntary. If at any time you feel this is not the place for you, please speak with your Case Manager about finding an alternative safe place to stay. If you decide to leave, you will not be transported from Missing Peace Ministry in what is considered after hours, instead, it will be during the time in which a Case Manager is working.
- You have the right to live without the threat of violence.

Physical and verbal threats are not acceptable at Missing Peace Ministry. If you have trouble communicating without threats or force, the staff is available to help you learn respectful communication. If staff intervention is not successful and threats are ongoing, you may be dismissed from Missing Peace Ministry.



- No weapons are allowed. All weapons need to be disposed of before entering Missing Peace Ministry. Please consult staff if you need assistance in doing so. If you own a firearm, then staff will assist you with turning the weapon into police for storage for the duration of your stay.
- You have the right to a sober and drug free environment.
 - Many women who come to Missing Peace Ministry struggle with chemical dependency issues. We are here to support them in their recovery in a non-judgmental, respectful manner. Missing Peace Ministry staff will determine if referral is required for detoxification and/or inpatient rehab treatment. After such treatment, you may return to Missing Peace Ministry to continue your restoration process.
 - No alcohol or illegal drugs are to be consumed during your stay at Missing Peace Ministry.
 - No alcohol or illegal drugs are allowed on premises.
 - Drug tests will be administered with the intake process.
 - All belongings will be searched in the initial intake process and is subject to random searches throughout the resident's stay at Missing Peace Ministry.
 - Random drug tests will be given.
 - No over the counter mood or mind altering substances will be allowed at Missing Peace Ministry. This includes, but is not limited to, ZaZa's, Kratom, Viva Zen, dietary and/or energy supplements.
 - Medical Marijuana will not be administered or allowed for any resident while at Missing Peace Ministry. If/when medical marijuana is needed, resident will need to leave Missing Peace to a facility that can better accommodate the resident's medical needs.
 - No refillable vapes are permitted at Missing Peace Ministry. Vapes must be rechargeable; nor will vape juice be allowed on the premises of Missing Peace Ministry.
- You have the right to a clean and physically safe environment.
 - Residents are required to maintain their room in a clean and sanitary manner, clean up after oneself in the bathroom and kitchen, and help keep the home clean for current and future residents.
 - All residents must make their beds daily prior to exiting their room.
 - No food, beverages, or dishes allowed in the bedroom or living room.
 - Chores (inside and outside) will be assigned to residents by staff.
 - Privileges are not given unless chores are completed.



- You have the right to keep your presence at Missing Peace confidential.
 - You will be required to sign a release of information before any information about you or your stay at the shelter is shared. You must respect the confidentiality of other residents by not sharing information about them, including their presence in the shelter with anyone. Missing Peace requires you do not contact anyone who was part of your trafficking or sexual exploitation during your time in the program.
 - Further, while Missing Peace staff will maintain confidentiality, we cannot guarantee that anyone not employed by Missing Peace, such as volunteers, with whom you share information will maintain confidentiality.
 - Residents must keep the shelter location confidential. Disclosure of our location is grounds for dismissal from the program and could hinder your ability to return. Your Case Manager will let you know what information to use in filling out forms as you work on your goals.
 - **Residents must not reveal the shelter location to anyone.**
 - Nothing may be dropped off for residents at the shelter.
 - Residents may not be dropped off or picked up at the shelter by anyone other than staff.
- If you have concerns regarding safety, please speak with a staff member.

Resident Responsibilities

- You have the responsibility to treat staff, volunteers, and all residents of Missing Peace with dignity and respect. Disrespectful behavior may result in your being dismissed from Missing Peace. It is important to carefully consider your words to avoid potentially triggering a fellow resident to recall painful, past memories that could cause great discomfort.
- You have the responsibility to know and follow Missing Peace guidelines which have been established for your safety, the safety of others, and harmonious living.
- You have the responsibility, along with Missing Peace staff, to set goals for yourself and your children.
- You have the responsibility to be honest regarding your personal situation and to share information that will assist the staff in planning and coordinating services to be provided to you.
- You have the responsibility of signing appropriate releases of information to allow staff to better access your current situation and to lead in the development of goals. Refusal



to sign releases of information that are needed for your treatment may result in dismissal from Missing Peace.

- You have the responsibility to examine all available information and to make choices for yourself.

Guiding Principles

- Missing Peace Ministry embraces a multi-disciplinary approach to decisions pertaining to residents and their treatment. Our approach utilizes comprehensive care, community living, individualized case management, a safe zone environment, life management courses, counseling services, and spiritual development through Jesus Christ.
- Missing Peace Ministry is a Christ centered program. It is our strong belief we cannot help residents without sharing the faith, hope, and love of Jesus Christ. If/when the resident is not receptive to the freedom we teach through Jesus Christ and Biblical centered beliefs, measures will be taken for the resident to transition to another program which is better suited for the best interest of her belief system.

Comprehensive Care

- Missing Peace Ministry's approach to healing involves care for the body, mind, and spirit through Jesus Christ. Each of these areas are instrumental in accomplishing a sustainable life change for survivors. It is always our goal to serve with love, respect, patience, kindness, empowerment, and grace. Physical safety and healthy habits allow for healing through counseling, emotional support, and other forms of therapy, which create a safe environment for residents.
- Missing Peace Ministry will assist in meeting the needs of residents to include:
 - Proper Nutrition
 - Clothing
 - Shelter
 - Education
 - Basic Medical
 - Safe Environment
 - Healthy Environment



Community Living

Residents will have many opportunities to build lasting relationships. Community living is an essential part of experiencing a healthy lifestyle. Residents are encouraged to connect with each other and build a community of support that will follow them throughout their lives. This includes relationships with a mentor, churches, recovery activities, etc. However, residents should not try to “minister” care to other residents. Missing Peace is a safe place for each resident and a season for residents to focus on their own healing.

Individualized Case Management

- Each resident is a valuable and unique individual who has many strengths and abilities. Missing Peace encourages residents to help us get to know them through active participation and communication. It is our goal to provide residents with an individualized case plan to meet their needs.
- Residents will be guided through case management that builds on her strengths and is focused on spiritual, therapeutic, educational, and physical skills. This plan will be individualized and will identify strengths and areas of concern. The resident will be involved in the development of this plan, which will have specific goals and will be reviewed regularly with the resident.
- Each plan will consist of regular meetings with each resident.
- A graduation/exit plan will be put into place along with goal setting. These goals and objectives will be referred to in meetings and discussed as progress is being made towards completion.
- Missing Peace Graduates must complete at least a one year residency, participate in all MP programming, complete a full exit plan and participate in a final interview with Senior Staff.

Safe Zone Environment

- We are committed to providing residents with a safe, drug free environment as well as protecting their identity, physical and psychological well-being, and all personal information. Staff will not disclose to anyone who the residents are in the program without a signed consent from the resident. Resident and staff safety is our top priority.



Life Management Courses

- Residents will participate in a variety of life management classes as part of the regular schedule. Topics covered may include, but not limited to: legal assistance, respect for authority, interview etiquette 101, finance, job skills, stress management, resume building, spirituality through Jesus Christ, healthy eating habits, health and well-being, empowerment, etc.
- All residents will be expected to actively participate in the classes offered (Unless noted by program staff).

Counseling Services

- Each resident will meet with the counselor on a regular basis. The Resident and Counselor will work together to define and set appropriate goals to improve mental, emotional, social, and/or spiritual functioning. The Counselor will provide a safe, confidential environment for the Resident.
- Various Group Counseling topics may be available on an ongoing basis.

Spiritual Development

- There are evidenced based studies that show the benefits of faith; therefore, Missing Peace Ministry offers those opportunities.
- Each resident will receive opportunities for spiritual guidance pursuing a personal relationship with Jesus Christ through weekly worship in a local church, Bible Studies, devotions in the homes, prayer before all meals and group worship opportunities.

Operational Procedures

- **Confidentiality:** Confidentiality is essential. The location of the residential facilities of Missing Peace should not be disclosed to anyone. **Do not tell anyone the names or stories of other residents or staff. This is for your safety and the safety of others. Confidentiality applies even after exiting Missing Peace Program.**
- **Medication:** Prescription and over-the-counter medication must be turned in to staff at the time of admission to Missing Peace Ministry and will be stored in a locked container. Residents may only take medications that are prescribed to them or over the counter as approved by staff. All medicines will be given only as prescribed to them



or as recommended by a doctor or pharmacist. The designated staff personnel will check pill count, and give medication to resident.

- Missing Peace seeks to allow only medicines that are in the “Safe” category of Safe Drug Use for the Recovering Addict or Alcoholic published by the Ridgeview Institute. Medicines listed in the “gray” area will be considered on a case by case basis. Medications listed in the “dangerous” category will not be allowed at Missing Peace Ministry. **Mood-altering medications and narcotics are not allowed at Missing Peace Ministry included but not limited to Xanax, Ativan, Valium, Tylenol 3 or 4, Darvocet, Lortab, Lorcet, Librium, Restoril, Vicodin, Klonopin, Soma, and other similar medications.** Medication will only be dispensed according to the dosage for the person listed on the bottle. **Any loose or unlabeled medications will be safely disposed of by staff in the presence of resident.** Keeping any medications, including vitamins, Tylenol, etc., in your room is not allowed. Giving or selling personal prescribed medication to other clients may result in dismissal. Residents will be required to take both the safe drug list and the discount med list to their doctors as well as a list of all medications she is currently taking.
- **Possession of Alcohol of Illegal Drugs:** Possession of alcohol or illegal drugs is not permitted at Missing Peace. This rule also includes resident’s vehicles and passes away from Missing Peace Ministry. **If alcohol, illegal drugs, or drug paraphernalia are found in your possession, the authorities will be called and you will be charged.** Possession or use of alcohol or illegal drugs will result in dismissal from the program. Suspicion of alcohol or drug use could result in a drug/alcohol test being required, as well as drug/alcohol test upon returning from a pass visit or at any other random times.
- **Sexual Contact:** Sexual contact in any form while a resident of Missing Peace Ministry will result in dismissal. Discussions regarding sexual history, experiences, preferences, and/or desires should not be discussed between residents and is strongly prohibited. Residents should always respect other residents and not assume the other resident is comfortable discussing personal sexual trauma and/or experiences.
- **Smoking/vaping:** Smoking/vaping in the house is not allowed at any time. Missing Peace will provide a designated smoking area as well as a designated smoking time. Do not smoke/vape in the front of the building.
 - If the designated smoking/vaping area or times are violated:
 - 1st warning: Verbal
 - 2nd warning: \$10 Fine



- 3rd warning: performance plan
- 4th warning: grounds for dismissal
- **Violence:** No violence or threats of violence, racial comments, bullying or any other form of intimidation of others will be tolerated from residents, staff, or volunteers.
- **Weapons:** Weapons of any type are not allowed at Missing Peace Ministry. This also includes resident owned vehicles.
- **Appointments:** Missing Peace will assist in transporting all residents to and from appointments, school, and work until the resident has a car. Appointments must be made two weeks in advance and must be approved by Case Manager.
- **Residency Requirements:** Missing Peace Ministry is not a medical facility. Residents must be working, attending school, volunteering, or otherwise successfully progressing in the program in order to meet the residency requirements. Residents requiring doctor ordered “bed rest” will need to seek shelter elsewhere.
- **Bedtime Schedule:** A bedtime schedule will be provided. Bedtime means “lights out” for every resident. Every resident should be ready for sleep by the designated bedtime hour. The only exception to these bedtimes will be when residents have an event on or off campus that makes these times impossible to meet.
- **Borrowing and Lending:** Missing Peace will not allow residents to borrow and lend to/from other residents, staff, or volunteers. This measure is to prevent potential problematic areas.
- **Budgeting:** All residents who earn or receive money must put a percentage of what they receive into a savings account/plan discussed with Case Manager. The remainder of income can be used to buy needed or desired items upon approval. All of the money saved will be returned to the resident when they exit the program or in the case of an emergency. We encourage residents to use their savings to improve their circumstances by obtaining housing or purchasing a vehicle.
- **Cell Phones:** All personal cell phones must be turned in to the staff upon admission to Missing Peace Ministry.
- **Social Media:** Social media and other forms of outside communication is strictly prohibited at Missing Peace Ministry. This is for the safety of both residents and staff.



- **Chores:** Chores will be assigned to all residents and are expected to be done daily in a timely manner and **without complaint**. A chore list will be posted. These chores are non-negotiable and are part of the balanced living process. Your cooperation is necessary and a required condition of your stay. If you feel you cannot comply with the chore requirements or are unwilling to cooperate with the requirements on a daily basis please advise the Mission Mom.
- **Contacting Off Duty Staff:** Residents are not to contact off-duty staff without the permission of the staff or supervision volunteer on site.
- **Counseling/Classes:** Residents must participate in any classes and/or counseling offered by Missing Peace Ministry. Your case manager will discuss any classes and/or counseling available to you during your case plan. You are expected to be on time for any scheduled classes and/or counseling appointments.
- **Dating:** There is **NO** dating or sexual activity allowed while you are a resident at Missing Peace Ministry. Residents are at Missing Peace to help get their life back together. This should be a time of learning to deal with the trauma each resident has experienced and discovering how to move past the abuse, addiction or bad relationships. Now is the time when residents become survivors and overcomers instead of victims.
- **Dress Code:**
 - Residents are expected to dress modestly. Staff will ask a resident to change if their attire is not appropriate.
 - Bras must be worn except while sleeping
 - Pajamas or other sleeping clothes may only be worn in the privacy of your bedroom at night and only in the daytime when sick and confined to bed.
 - No T-shirts with vulgar or suggestive writing on them may be worn at any time.
 - Midriff and breasts must be covered at all times.
 - When wearing leggings, the top must fall past the buttocks.
 - No see through or sheer clothing without some sort of undershirt/undergarment is allowed.
 - Shorts must be long enough for your fingertips to touch the end of shorts. When you stand up straight, with arms down by your side, your shorts should not be shorter than your fingertips.
 - Home hair color is not permitted. Residents who desire to have their hair colored must do so at a designated salon.



- **Hall Phone and Doors:** Never give information about other clients or staff to callers. The house phone is not a listed number, but may show on caller ID. Please keep this in mind when making calls. Calls are limited to 15 minutes per call whether anyone is waiting to use the phone or not. Residents may not receive calls unless emergency which will be deemed so by assigned supervision. Residents abusing phone privileges will lose them. All calls are subject to approval by Case Manager and other supervision. These calls will only be approved from the safe call list made with case manager. There will be times when calls will be supervised and asked to be on speaker phone for your safety and the safety of others.
- **Leaving Program:** Missing Peace Ministry desires for all residents to successfully complete the program. Success can be measured in a multitude of ways. It is always YOUR CHOICE to stay or to leave the program by the decisions you make and actions you take in regard to following or refusing to follow the program rules, policies and requirements. The staff will consider assisting anyone wishing to leave Missing Peace Ministry by helping them into another program, transporting them to a local safe place or to another shelter within a reasonable distance of travel.
- **Threats to leave:** Residents should not discuss plans to leave and/or threaten to leave Missing Peace Ministry. In the event of this happening, resident will be written up. Repetitive threats of leaving will result in your dismissal from Missing Peace Program.
- **Mail:** Each resident must open all mail with a staff member present. Resident will not be able to keep packaging. All mail may be looked over with a resident present to make sure there is nothing illegal present. Should anything illegal be found, that mail and all packaging will be sealed in a bag and taken to the post office to turn in to authorities. All mail will be returned to the sender when a resident leaves the program. Mail coming from jail or prison is restricted to family members only. Non-immediate family member mail will be sent back.
- **Meals, Menus, and Snack Time:** Resident should take turns preparing meals. This schedule will be provided by the Daily Coordinator. Everyone is expected to be at the table when it is time to eat. After mealtime is over, each resident should take her plates and uneaten food to the kitchen and dispose of the food properly, then proceed with dish washing/clean up. Clean the table top, chairs and floor in your area before leaving the dining area. Meals may not be prepared outside of the approved schedule. Residents may make a sandwich or use the microwave on scheduled breaks. Residents should clean any dishes,



utensils, or glasses that are used. **All eating is restricted to the dining area.** Do not leave any trash from meals or snacks for other residents to clean up. Food and drink should not leave the dining area. After meals, every resident is expected to clean up their mess. This will be considered teamwork and will be taken into consideration during case management evaluation. Spills and dropped food must be cleaned immediately. Kitchen/Dining Schedule will be provided with a daily schedule.

- **Movies/TV/Music/Reading Material:** Only G, PG, and PG-13 rated movies can be watched. Residents are expected to not view any show that is inappropriate or is contradictory to the Biblical principles of Missing Peace Ministry. Heavy metal, rap, sexually explicit music, vulgar language, and/or violence should not be listened to by the residents. We believe music is powerful and has the ability to trigger residents back to a traumatic experience and/or past drug/alcohol abuse. Staff will ask residents to change the channel if a show is vulgar or violent. No pornographic literature, occult, witchcraft, satanism, new age material, or paraphernalia used in any practices are allowed. First offense will result in a write up and repetitive offenses will result in dismissal from the program.
- **Wall Decor and Rooms:** Only photos of family members and children are allowed to be displayed on walls or utilized for decor. Decor of any sort is prohibited unless leadership gifts to the resident for their room. In such cases, these items will be scripture based, inspirational, and faith based quotes reminding resident of progress and hope. Items will be secured on walls properly making certain not to damage walls when removed.
- **Passes/Holidays:** Off campus passes can be obtained from the case manager upon approval. Residents may only take a pass at the discretion of the staff. Some pass requests may not be granted due to substance abuse or probation issues or previously scheduled events that residents are required to attend. Residents are responsible for the expense of visits. If a resident does not return at the time stated on your pass request without calling, staff will assume that the resident no longer wishes to reside at Missing Peace Ministry and will not hold your room. Upon return from the pass, all residents will be drug/alcohol tested. At the discretion of the staff, a positive test may result in dismissal or transition to a drug rehab.
- **Personal Belongings:** Missing Peace Ministry and staff are not responsible for any property, money, or personal belongings while a resident is in the program. When leaving the program, all personal belongings should be taken by the



resident at the time of departure. **We have no room for storing personal belongings, so any items left behind will be given to other residents, donated, or discarded.**

- **Personal Belongings confiscated:** Personal belongings not permitted at Missing Peace Ministry will be confiscated by staff in initial/random searches. If there are valuable, legal items the resident wishes to keep, the resident will need to ship it to a trusted family member and/or friend. It is not the responsibility of Missing Peace to hold items on site.
- **Pets:** Therapy dogs may be visitors on site as part of recovery upon approval. However, these animals will be assisted by their certified owner. Residents may not have pets at Missing Peace Ministry.
- **Returning to Program:** When a resident leaves the program before completing and later desires to return, a conference between the staff will be called to discuss the return. Time away from the program and history of compliance with program rules, policies, and requirements when previously a resident will be discussed. A clear drug and alcohol test may also be a requirement for your return. The decision about your return will be prayerfully considered. A resident who leaves or is dismissed from Missing Peace will be asked to wait 6 months before requesting to return.
- **Vehicles:** Missing Peace Ministry will assist in transporting all residents to and from appointments, school, and work until the resident has a car. Residents with cars should turn in car keys to staff upon arrival. They will be returned when you are allowed to drive or need to start your car on occasion to keep the battery charged. Residents with their own vehicles must have a valid driver's license, current tag, and proof of insurance before driving their own vehicle to and from work or school. Residents with vehicles will be expected to volunteer their time when Missing Peace is in need of a driver. Missing Peace Ministry is not responsible for resident vehicles while on campus– whether driving or not. Because of limited parking space near the facility, it is up to resident to work out a safe place for parking with approval from the property owner.
- **Work Hours:** Residents may begin pursuing a job upon Case Manager approval. A provided list of approved working days/hours will be provided when the resident is ready for this level of the program.
- **Guest Ready Rooms:** All rooms must be “guest ready” prior to morning Reflect and starting the day. This includes: no clutter, clothes, toiletries, and personal items out of sight; items must be in a bin in the closet or under the bed or other storage units; nothing is to be put on the walls or doors without prior approval;



a maximum of 4 items on the nightstand; no re-arranging of furniture; beds are to be made daily in the original manner in which they were set up by the designers; bathrooms are to be free of clutter and items are to be kept in drawers and cabinets; showers are to be wiped down after each use and cleaned weekly; floors are to be swept daily and mopped as needed but at least weekly.

- **Deep Cleaning:** Deep cleaning of the shelter will happen on a regular basis and the Mission Mom will guide the process. This includes cleaning floors, dusting furniture and baseboards, cleaning windows and other areas as needed.
- **Napping:** Residents are not to nap or sleep in the day time without prior approval of staff.
- **Property:** Residents are not to leave the property out of sight of staff without prior approval of staff.

Arbitration Clause

• You acknowledge that the location of Missing Peace Ministry and the participants in Missing Peace Ministry programs need to remain confidential to protect the safety of the participants and the identity of Missing Peace Ministry staff. You and Missing Peace Ministry agree that you will submit any legal disputes to binding arbitration instead of filing a lawsuit: provided, at the election of Missing Peace Ministry, Missing Peace Ministry can bring a legal action in court to require you to leave Missing Peace Ministry property and/or to prohibit you, your children, or your guests from coming on or near Missing Peace Ministry property. You and Missing Peace Ministry agree that you that the arbitration will be conducted in accordance with the arbitration rules of the American Arbitration Association, except as otherwise specified herein. Notwithstanding the American Association Arbitration Rules, you can commence an arbitration simply by delivering to Missing Peace Ministry a written demand, transmitted via email to info@missingpeaceministry.org with "Arbitration Demand" in the subject line and including your full name and telephone number. The email must describe the dispute that you want to arbitrate and the relief that you want the arbitrators to award. Your written demand must describe a mailing address and email address to which Missing Peace Ministry and the arbitrators may send any communication to you. Your written demand also designates a licensed Christian clergyman or Roman Catholic nun who is willing to serve as an arbitrator. Within 30 days of receiving your written, signed demand, Missing Peace Ministry will designate a licensed Christian clergyman or Roman Catholic nun willing to serve as an arbitrator. The arbitrator designated by you and the arbitrator designated by Missing Peace Ministry will,



within 60 days after Missing Peace Ministry receives the arbitration demand, choose a third arbitrator, who shall be a licensed Christian Clergyman or a Roman Catholic nun.

- If Missing Peace Ministry commences an arbitration, it may do so by sending a dated message to you by any means reasonably designed to communicate with you, including sending a text message (or more than one text message, if appropriate) to your mobile telephone that you use, a message on your Facebook account, or a writing delivered to you personally. The arbitration demand made by Missing Peace Ministry will state the relief that Missing Peace Ministry demands. If Missing Peace Ministry commences an arbitration, it will designate an arbitrator who is a licensed clergyman or a Roman Catholic nun. Within 30 days after Missing Peace Ministry transmits its dated message to you to demand arbitration, you will designate an arbitrator who is a licensed clergyman or a Roman Catholic nun. As soon as you designate your arbitrator, you will notify Missing Peace Ministry of that designation by email delivered to Missing Peace Ministry at info@missingpeaceministry.org or any other means specified by Missing Peace Ministry in its arbitration demand. The arbitrator chosen by Missing Peace Ministry and the arbitrator chosen by you will designate a third arbitrator, who must be a licensed clergyman or a Roman Catholic nun. If they cannot promptly agree on a third arbitrator, they will each write the name of their preferred arbitrator (who must have agreed in writing to serve as an arbitrator if chosen) on the same slip of paper, and the identity of the third arbitrator will be established by coin toss, with heads for the arbitrator chosen by you and tails for the arbitrator chosen by Missing Peace Ministry. If the arbitrator selected by the coin toss does not promptly agree to serve, then the arbitrator not indicated by the coin toss will serve. You may toss the coin in the presence of a Missing Peace representative at a time and place designated by Missing Peace Ministry. If you decline to toss the coin, a Missing Peace representative may do so.

- Within 10 days of being chosen as an arbitrator, each arbitrator must state in writing that he or she has received this Handbook and arbitration agreement and that he or she is willing to serve as arbitrators. These writings must be delivered to Missing Peace Ministry.

- The arbitrators shall decide all matters coming before them by a majority vote. In the event that one of the arbitrators abstains and the other two arbitrators disagree on any question, that question will be resolved by tossing a coin for heads or tails, after which the arbitrators shall treat the resolution as final. On all questions decided other than by tossing a coin, the arbitrators shall provide you and Missing Peace Ministry with a written decision, which may or may not include an explanation. They may deliver their written decision to you at the address that you provide in your written arbitration demand or by any other means reasonably



designed to reach you. They will deliver the written decision to Missing Peace Ministry by delivering a copy to Missing Peace Ministry Chief Executive Officer.

Receipt of Handbook Signature

This document contains management guidelines only; it is not the final word on all cases. Individual circumstances may call for individual attention.

Because Missing Peace Ministry operations may change, the contents of this Handbook may be changed at any time, with or without notice, on an individual case or generally, at the sole discretion of Social Services/Clinical/Executive staff.

Please read the following statements and sign below to indicate your receipt and agreement to abide by the terms of this Resident Handbook.

_____ I agree to the above arbitration clause and will fully abide by its stipulations.

_____ I have received and read a copy of the Resident Handbook. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of Missing Peace Ministry staff.

_____ I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Resident Handbook.

_____ If asked to leave the program, I will vacate the property immediately and without incident. I understand that I have the right to an appeal process. I will make other arrangements for lodging during the appeal process. If my appeal is denied, I will vacate the property permanently.

Resident

Date

Witness

Date

