

## Martinsburg Union Rescue Mission

The main purpose and the reason the Rescue Mission exists is to fulfill the great commission as outlined by Jesus Christ in Matthew 28:19 and 20: Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you and lo, I am with you always, even to the end of the age, Amen. The general purpose of all the Martinsburg Union Rescue Mission's Ministry programs is to prepare men to return to the mainstream of our society and become responsible productive members of that society

The Mission's **Employment Program** is halfway program that allows a person that is in the program at the Mission to obtain employment in the community. Employment may be full-time or a combination of part-time employment in the community and part-time volunteer work at the Mission. Once a man enters the Employment Program, he is encouraged to find housing within one hundred eighty days. After ninety days a review of the man's financial stability will be conducted by a staff member, this requirement may be waived until a man is physically, mentally and financially capable to live outside of the Mission's structured environment.

### **Employment Program Agreement**

The program is to be a temporary solution. The following rules must be followed to remain on the program:

1. Anyone seeking to enter the Employment Program must enter through the Mission's Ministry Program.
2. You must be in a regularly scheduled job. Day jobs or on call jobs are not eligible. You must turn in to the Mission Supervisor a contact person who we can verify your employment. You will also be require to turn in your weekly schedule and weekly pay stub Failure to do this will result in your removal from the Employment Program.
3. If you do not have a bank account, you must set one up within one week of joining the Employment Program. Monthly account statements from your bank are to be turned into the Mission supervisor. If you need help opening an account, Mission staff can assist you with this. Please let us know immediately if you need assistance.
4. 70% of your paycheck is to be saved in said bank account, with 30% of your check is for your personal use while attending the Mission Program. (Please note the only exception to this will be if the Employment Program participant has legal fines or child support obligations, at which time the 70/30 split will be applied after those payments are made).
5. The Mission staff (Supervisor and Assistant Supervisor) will keep track of your savings to make sure you are meeting this requirement. If you fail to meet this requirement, you will be removed from the Employment Program and placed back into our Ministry Program.

6. Upon or around 90 days you will be required to meet with the Mission Supervisor or Mission Staff to go over your progress to that point. You will be required to bring any plans (written of apartment searches, etc.) for moving out at the end of 6 months to the meeting.
7. If at any time you are no longer employed, you must immediately report to the Mission Supervisor your change in status. The Mission Supervisor will then advise you on the next step.
8. You MUST attend chapel services (7:00pm) when you are not scheduled to be working.
9. You will be assigned a discipleship class to attend. If the class is during your work schedule, you will meet one on one with the Mission Supervisor to complete the discipleship lessons.
10. You may be on the Employment Programs for a maximum of six (6) months.
11. Days off you are required to give some volunteer hours a total of 4 hours a week to the Mission. Please see the Mission Supervisor for placement of whereabouts at the Mission, so your time can be tracked.
12. A privilege of being on the Employment Program is that you may keep your cellular phone with you to use as an alarm for work, and for any work related calls you may receive. Personal use of your cellular phone and / or tablet / computer in the Employment Program dormitory is strictly prohibited. Failure to observe this policy will result in your removal from the Employment Program dormitory and placed into the Work Rehabilitation Dormitory. If you fail to follow the Cellular Phone policy of the Work Rehabilitation Dormitory, you will be placed on Guest Status for 30 days. Failure to follow the rules of the Guest Program will result in the complete removal from the Martinsburg Union Rescue Mission property.
13. You must still comply with all the Ministry Program Rules.
14. We would ask you to prayerfully consider a donation to the Mission.

#### Work hours procedures

- 4 hours must be done in a row every week. A week consists of Monday – Sunday. Hours are not to be carried over from week to week but done during the week.
- You are to report to the desk to receive your work assignment for your 4 hours at the time you start. If a meal break comes in the middle of your hours, your hours stop and do not start again until you actually go back to work. The same applied to chapel services.
- When you have completed your hours for the day you report back to the front desk and let them know.
- Failure to follow these procedures will result losing your spot in the halfway program and placement into the 30 day guest program.

I have read the above rules and understand that at any time I am not in compliance with stated rules, I will immediately be placed back in the Overnight Guest Program for a minimum of 30 days or dismissed from the Mission for a minimum of 30 days.

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Printed Name (Halfway Resident)

\_\_\_\_\_  
Signature (Halfway Resident)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name (Mission Staff)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Mission Staff)

\_\_\_\_\_  
Date