



Participant Handbook

Hattiesburg Site
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PARTICIPANT HANDBOOK TABLE OF CONTENTS

WHO ARE WE.....	3
WHAT MAKES RISE DIFFERENT.....	3
HOW DOES THE MINISTRY WORK.....	4
ONE YEAR OF A RISE PARTICIPANT.....	5
GOAL SETTING.....	6
WHAT IS THE COURSE CURRICULUM.....	6
ADDITIONAL SERVICES OFFERED.....	7
TYPE OF PARTICIPANTS.....	7
WHAT WILL I RECEIVE WHEN I GRADUATE.....	8
WHAT DOES THIS COST THE PARTICIPANT.....	8
RISE RULES AND EXPECTATIONS FOR PARTICIPATION.....	9
• Attendance.....	9
• Attention.....	10
• Transportation.....	10
• Assistance & Prayer Request Forms.....	11
• Phones.....	11
• Cell Phones.....	11
• Smoking.....	11
• Profanity.....	11
• Drugs &/or Alcohol.....	12
• Weapons.....	12
• Communication.....	12
• Make-up Work.....	12
• Dress Code.....	12
• Lunch & Food.....	13
• Chores List.....	13
• Computer & Internet Use.....	13
• Gift Card Incentive Program.....	14
• Boundaries.....	14
• Relationships.....	15
• COVID Protocol.....	15
• Confidentiality.....	15
• Follow-Up Program & Guidance	15
• Volunteers.....	15
• Requirements of Graduation.....	16



Who are We?

We are RISE, formally known as Pinebelt Christian Women & Men's Job Corp.

Our Purpose...RISE is to provide a Christian context in which people in need are equipped for life and employment, and a mission's context in which women help women and men help men.

Statement of Faith...we believe in the Trinity, God as Father, Son and Holy Spirit, and the Bible as the Word of God. Salvation comes through grace believing in Jesus Christ as the only begotten Son of God, our Savior and Lord. Once saved, the Holy Spirit indwells, thereby instructing, guiding, and empowering the individual to follow the mandate of Jesus Christ in daily living.

Our Mission...to EDUCATE, ENCOURAGE & EMPOWER women & men to RISE to a place of self-sufficiency.

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What makes RISE different?

What makes RISE different; Accountable, Bible Study & 9 months of Follow-Up & Guidance.

1) Accountable to a State & National Level/Eight Key Elements

RISE is a national organization established by Woman's Missionary Union through the Southern Baptist Convention with sites across the United States and globally. There are 15 CWJC sites throughout the state of Mississippi and only 1 other CMJC site in Mississippi. As an accredited site, RISE must incorporate the following eight key elements into its program:

- Certified Site Coordinator
- Board of Directors/Advisory Council
- Needs Assessment
- Networking
- Covenants
- Evaluation
- Mentors
- Bible Study



2) Bible Study is one of the most important components of RISE. It is included as a core class in our curriculum. Bible Study provides participants the opportunity to study God's word in a supportive and loving environment. We are an ecumenical ministry, NOT promoting a denomination – But to emphasize the teachings of Jesus throughout our curriculum.

3) Follow-Up Program & Guidance – RISE takes 9 months after graduation to have weekly Follow-Up/Guidance sessions with each graduate. Our goal is for each graduate to continue to RISE to their goals. When needed we assign a mentor to the graduate.

How does the ministry work?

RISE provides resources to women and men according to their educational, job skill and critical life needs. The program is twofold: to provide a safe learning environment for people who are suffering from financial need, low self-esteem, abuse and lack of marketable job skills. In addition, we provide training that addresses each of these needs in a particular application; and present Christian values through Bible study and its life application. **This program also has TWO phases; first is the 10-week Educational Program and second is the 9-month Mentoring Program.** _____

Our **10-week** educational program meets **Monday through Thursday 9am to 12:00pm**. Our program is designed around a traditional classroom setting that adds workplace elements; where participants work with an instructor and encouragers. The classes taught include but not limited to the following:

- ❖ Daily Devotion
- ❖ Bible Study
- ❖ Career Skills
- ❖ Money Management
- ❖ Family Dynamics
- ❖ Computer and Typing Skills
- ❖ Conflict Resolution
- ❖ Parenting Skills
- ❖ Communications
- ❖ Anger Management
- ❖ Community Field Trips (Hattiesburg Site only)
- ❖ Variety Class: Proper Attitude, Boundaries, Decision Making & Responsibility, Nutrition & Meal Planning, Stress Management and Women's Health Issues, and Recovery & Sobriety.

In addition to the curriculum stated above, RISE has created or joined other events to expand or utilize the information which was taught during class. For example each session will have Mock Interviews, Budget Live Day, Field Trips and much more. RISE also invite community resources/nonprofits to join us as "Working Lunches". This gives the other community programs an opportunity to share information with you the participants and illustrate real world work place days.



RISE program is more than just offering classes. It is about relationships and support systems. **What hurting people need is not pity but opportunity** and that is what RISE seeks to provide. The goal of RISE is to break the cycle of poverty, be it financial, emotional or spiritual. All classes teach goal setting and planning. It is a program about Empowering women and men to help themselves – it's a **Hand Up not a Hand Out.** _____

One Year of a RISE Participant

Phase One: 10 Weeks Participant

Monday – Thursday	9am – 1 pm	
Monday & Wednesday	9:00 – 12:30	RISE Class
	1:00 – 4:00	GED Class
Tuesday & Thursday	9:00 – 12:00	RISE Class
	12:15 – 1:00	Community Partners

Phase Two: 9 Months Graduate

- One call a week
 - Do you have a job?
 - Are you continuing education?
 - Do you need help with job searches?
 - Do you need any emotional support?
 - Do you have everything you need to succeed?
- Invitation/expectation to attend all graduations, events, and Homecoming

Completion of One Year: Alumni

- Special recognition at Graduation
- One phone call per month similar to Phase Two
- Invitation to be involved in Encouraging, Empowering, and Educating future participants



Goal Setting

Most of our participants are so consumed with Surviving, it is hard to have dreams; much less GOALS. Before anyone can achieve we must set a Goal. At RISE we believe that everyone needs training in Goal Setting.

Goal Setting is our first & one of our last classes of each session. It is also worked into each and every class. We focus on Immediate, Short Term & Long Term Goals. We use the SMART system to measure the quality of the Goal. Then together we setup steps and a timeline to achieve the Goal.

This Goal List is then placed in the front of your Participants Binder. It is used by all instructors as a point of origin.

RISE will focus on helping each participant take they NEXT STEP in life, but the participant (YOU) must do the work. It begins with the GOAL, then a PLAN, then ACTION!

Teaching goal setting skills is investing in problem solving and reasoning skills in the individual. Each participant will complete a Goal Setting Class. _____

What is the Course Curriculum?

COURSE CURRICULUM		
Money Management	4 Classes	8 Hours
Budget LIVE Day	1 Class	2 Hours
Computer Classes	6 Classes	12 Hours
Communications	6 Classes	12 Hours
Conflict Resolution	4 Classes	8 Hours
Career Readiness	10 Classes	20 Hours
Poises for Success	4 Classes	4 Hours
Mock Interviews	1 Classes	2 Hours
Bible Study	10 Classes	20 Hours
OPTIONAL CURRICULUM (AS NEEDED)		
Anger Management	4 Classes	8 Hours
Boundaries	4 Classes	8 Hours
Parenting Classes	4 Classes	8 Hours
*Working Lunches 12:15-1:30 (A variety of Presentations or Events)		
Extra Classes Offered		
Community Bible Study	Monday 6pm-8pm	Ezra Jackson
Sobriety Classes	Thursday 6pm-7:30pm	Dana Pilgrim

***Classes are adapted to the Needs Assessments of the group & community needs.

***If the attendance drops below 2 participants we will convert the classroom curriculum to a "One-on-One" style of meeting for that group only.



Additional Services Offered

*Each of the following will be discussed in the Participants Behavior portion of this Handbook.

- Transportation
- Gift Card Incentive Program
- Scholarship GED Program
- Transcripts for Continuing Education
- Identifications Needed
- Driver Licenses
- Birth Certificate
- Community Resources
- Work with Parole Officers & Case Workers
- Professional Clothing
- Professional Resumes
- Business Partnership Opportunities
- Lunch provided
- Encouragement, Empowerment & a Circle of Love without judgement
- And much more

***All documents must be obtained via appointment set with the Administrative Assistant

Type of Participants

RISE offers classes to both Women & Men, 18 years of age or older. We will group together for Devotions, Lunch, Working Lunches and Special Events. However, the women are led by women and the men are led by men.

We also have Traditional & Non-Traditional participants. Traditional participants are those who attend all classes and other required events. After completing all the requirements, the Traditional Participant will walk in the graduation ceremony & receive all resources that RISE has to offer.

The Non-Traditional participant is someone who would like to take part in just one or two classes. This person will not be allowed to walk in the graduation ceremony but are encouraged to come cheer on their classmates. _____



What will I (the participant) receive when I Graduate?

As the participants complete Phase 1, the Educational Classes, RISE will offer MORE opportunities.

- GED program - We partner with PRCCC Adult Educational Services. We also have a Scholarship Program to help pay for the participants testing. RISE must have username & password to be able to pay for this service.
- Transportation Aid – We also partner with the JARC program. This will assist graduates when they have an interview/job.
- Office Use – All graduates are encouraged to use this office as needed. We hold all files for 7 years. Graduates are welcome to use the Computer Lab unless it is in use by a current class. Graduates may also use our fax, printer or address.
- Resume & Interviewing Skills – Each participant will have a Resume which they may use in their quest for employment. They will also have professional interviewers critique and advise them on their interviewing skills; Mock Interview.
- Job Placement Opportunities – RISE works with our community to provide businesses that are willing to interview and give possible 30-60 day job trails or internships. Job placement is not guaranteed.
- Wall of Success – To highlight accomplishments made AFTER graduation. You will receive a Banner on the Wall of Success
- We view ourselves as friends, family and life-long Christians. As an example, we write letters of reference for those seeking jobs, provide used computers when available, refer former participants to companies with job openings, provide donated clothing, provide GED tutoring, ask them to Give Back by being volunteers at the sites, provide weekly Bible Study groups and continue to be a Christian Friend. _____

What Does this Cost the Participant?

Estimating transportation cost, food, utilities, taxes, office supplies &/or other necessary fees incurred by RISE on behalf of the participant, the cost per participant is \$600.00. This total fluctuates depending on the individual case. Your tuition cost has been donated by people from the community. However, there is still a personal cost.

What is YOUR cost.....your COMMITMENT, your TIME, & your ATTENTION.

(We also ask each participant to help provide a clean environment by doing a small chore each day. More about the Chore List in the Participant Behavior section.)

If you do not feel you can complete the full session; PLEASE DO NOT begin this program. So much is invested in each participant, we want to complete what God begins. So please STOP & Think before committing to RISE _____



RISE Rules and Expectations for Participation

RISE supports a loving environment where we strive to honor and respect one another, Rules of Respect. The session you are participating in will operate much like a paying job. As in the work place, you will be expected to adhere to work policies. The following are policies at RISE.

****Please initial by each section verifying that you understand every rule.**

Attendance

Classes are **9:00 – 12:00, Monday – Thursday**. Due to the short period of time in the classroom, participants are only allowed 4 absences during the 10-week session.

Absences are defined as excused and unexcused. Failure to contact the Executive Director or Site Coordinator before 9am will result in an unexcused absence. Planned absences are excused and need to be reported to the Site Coordinator. Each participant is allowed 2 excused absences and 2 unexcused absences OR 4 Excused absences during the 10-week session but **MUST be present for at least ¾ of each class**. All work/school excuses are to be turned into the Office Manager upon your 1st day back in class.

Tardiness is NOT acceptable in the workplace, so it is not acceptable at RISE. **Four (4) tardies will equal one absence.** _____

Participants must participate in Mock Interview, Budget LIVE, Field Trips & Working Lunches. Participants with greater than 4 absences will not be eligible for graduation from the program. In addition, all class work and homework must be made up in the same week that the absence occurred.

Please remember that you CAN, in most situations schedule your appointments after lunch or on Fridays.

Class Closing/Weather Alert – RISE will follow the Hattiesburg Public School District policy in weather alerts **ONLY**. Therefore, if/when Hattiesburg Public School District alerts via TV, Radio, or social media of a closing due to weather; RISE will follow suit. **WEATHER ONLY**



Attention

All participants are expected to have classroom/business etiquette, which means to be alert and engaged in each class.

- No Sleeping
- No Texting or playing with phones
- No talking with other people in the class or excessive bathroom trips (inform staff of medicine that may affect this).

Every instructor has spent hours preparing for each class. It is rude and unacceptable to not pay attention in class. Continued infractions will result in termination of your time with RISE. _____

Transportation

Transportation will be provided within a 5 mile radius from office. The transportation, maintenance & gas are gifts & blessings from generous donors for Class Attendance only.

WE ARE NOT A TAXI or UBER.

- Drop offs maybe allowed at another destination ONLY if it is on the pathway of the route. Transportation will NOT be allowed to WAIT for you after drop off. (Even for a “few seconds” because it is never a second).
- Transportation will NOT come back and pick you up. RISE transportation is for Class Attendance only.
- Due to the uncertainty of attendance, RISE transportation will call or text you in the mornings when they are close to your pickup. If you do not have a phone, you should be prepared for the agreed time of pickup.
- Transportation will NOT wait on participant when they reach designated pickup. Participants should be Ready & Waiting on Transportation. Failure to be prompt will result in being dropped from the transportation list.
- If you will NOT be attending class, you MUST contact driver BY 7:30am.
- All rules & policies of RISE apply to the Transportation vehicles. _____



Assistance & Prayer Request Forms

RISE is a “HAND UP not a HAND OUT” program. However, everyone needs assistance & prayers at times. Therefore, you can find Assistance & Prayer Request Forms in the classroom. You are welcome to fill these out as needed. They are to be placed in the basket on the table. Every afternoon we will collect the Request Forms. At that time we will give you Community Resources for the Assistance Request. We will pray for you at that time and council with you the next morning, if necessary.

Assistance requests are for necessities ONLY.

RISE is a nonprofit school. All money that the program has goes directly into providing the program to you. We do not have the ability or permission to pay or give anyone money. However, we would LOVE to connect you to the appropriate resource. _____

Office Phones

Participants will only be allowed to use the office phone for emergency purposes and to call for transportation at the end of the day. Participants may not use directory assistance (411) on the office phone. Non-emergency phone calls will NOT be accepted during class time. _____

Cell Phones

No cell phones during class hours. **TURN ALL CELL PHONES TO THE OFF POSITION.** Cell phones are not to be used during class, for any reason and texting is not allowed during class time. IF YOU HAVE AN EMERGENCY CALL, PLEASE GIVE PHONE TO OFFICE STAFF, they will notify you when you receive a call or text.

If you are asked more than ONCE to put your phone away; you will be asked to turn your phone in during class. _____

Smoking

38th Avenue Baptist Church and RISE are smoke-free facilities and grounds. There is to be **NO Smoking on the premises.** _____

Profanity

RISE is a profanity-free environment. _____



Drugs & Alcohol

*******RISE is a drug and alcohol-free environment. No drugs or alcohol are allowed on RISE properties. Participants are not allowed on the premises under the influence of drugs/alcohol. If it is suspected that a participant is under the influence of drugs/alcohol, the participant will be asked to leave. Violating this policy may be grounds for termination. _____**

Weapons

RISE is a weapon and violence free environment. No weapons of any kind are allowed on the RISE properties. Participants are not allowed on site with a weapon of any kind. If it is suspected that a participant possesses a weapon, the participant will be asked to leave. Violating this policy may be grounds for termination. _____

Communication

Communication skills are important in every situation. Positive words and correct pronunciation may help or hinder you from your dream job. During Phase 1 we will assist each other with correct pronunciation, diction, and grammar. This will be done in a loving and supportive manner. _____

Make-up Work

The instructor will assign homework weekly. It is at the instructor's discretion to determine if homework is complete or incomplete. If you are absent during the week, homework must be completed and turned into the Site Coordinator by 2:30pm on Thursday of the same week. If you need assistance in completing your work, please let us know as we will provide you with a tutor. _____

Dress

Participants must be clean and properly groomed, and appropriately dressed while they are involved with RISE classes. **No shorts, camisoles, or clothing that is tight and revealing. Skirts should be to the knee.** Beginning Week 9, you are only allowed to wear business appropriate clothing. RISE will assist you in obtaining business appropriate clothing. Personal hygiene needs should be put on an Assistant Request Form. Showers are available with approval. See Office Manager for this approval. _____



Lunch and Food

Lunch is provided at 12:00 by people from our community. If you have a food allergy, you should prepare your own lunch and bring it with you to class. We are not responsible for what is in the donated lunches.

We would like for everyone to eat together. Due to the fact that the lunches are donated, we have no control of the quantity. Therefore, **we ask that you will only take one portion until everyone gets an opportunity to eat. Then you may ask for seconds. Any leftover food is saved except on Thursdays.** The Office Manager will advise you if we have enough for people to take home. **All food is distributed per Office Manager/Staff. No one is allowed in Pantry. If you have a need – use the “Assistance Request Form”. Taking things without permission is stealing. This includes snacks.**

Only drinks with tops are allowed in classroom area. NO food &/or drink is allowed around the Computer area. Participants are expected to eat together daily as lunch is provided by our volunteers. No outside food for lunch is allowed (unless approved), **and participants are not allowed to leave the premises for lunch or breaks.** _____

Chores List

To maintain a clean environment, we ask the participants to help with a small chore when asked. The Chores rotate each week, therefore everyone will have the opportunity to do each chore. Due to uncertain participation and/or absences, if you see a need please help us by covering that chore. **EVERYONE is expected to do their part.** The Chores List is posted in several places at the center.

Computer and Internet Use

Every participant will be assigned an email address and password. You are not allowed to change your password until you leave the program. You will be expected to check email every day for updates. Examples include: chore list, working lunches, etc. The computer lab is available for participants during the assigned practice times outside of the regular computer class. Participants who are using the computers during practice time are required to sign in on the computer lab log sheet. No INTERNET or SOCIAL MEDIA use, including shopping sites, unless directly part of the curriculum. No downloading of any kind is allowed on the computers, and no access to social networks is allowed. We DO NOT give out WI-FI passwords. Graduates are allowed to use the computer lab as they need after approval from staff.



Gift Card Incentive Program

This program is to incentivize the traditional participant to continue through phase 1 of the program, learn how to plan & save. And finally, to learn that spending & earning control leads to rewards. Following are the rules of the Gift Card Incentive Program:

- If you achieve all 3 goals in 1st week you have earned \$10 Walmart Gift Card.
- If you chose to take the card on Thursday after class, you have that right. However, if you chose to “BANK IT” the office will hold your \$10 card for one week.
- During the 2nd week, if you achieve all 3 goals you will again earn a \$10 Walmart Gift Card.
- At that time, you will receive your Week 1 (\$10) plus Week 2 (\$10) AND a BONUS of \$5, because you were planning and saving. **Therefore, every two weeks you can earn up to \$25.**
- At the end of the 10 weeks during Graduation IF you BANKED IT every other week, you will receive an additional \$25. You **MUST attend Graduation** to receive your additional \$25. **So in total you can earn up to \$150 during phase 1 of this program.**

The 3 Goals are PUNCTUAL, ATTENDANCE & HOMEWORK. This program is only available to our traditional students.

- **For this incentive program, ALL homework must be presented to the instructor of the class on the date it is due when called for at the beginning.**

*See additional sheet for more detail on the Gift Card Incentive Program. _____

Boundaries

Please respect the staff and other volunteers. The staff is here to serve you. Most are volunteering their time. At RISE we use the Business etiquette, which means to respect everyone’s boundaries.

- **Food:** Our Staff eat at different times, therefore please give them space without interruptions while they are eating.
- **Money:** Please do NOT ask staff to give you money or purchase items or food or pay for anything for you. We will be happy to connect you to a community resource.
- **Phone:** Ezra & I (Catherine) have given everyone our cell phone number. This is to be used in case of emergency. Please feel free to call us. However, please use proper boundaries.
 - If you need us, please call us during business hours. 8-5 Monday – Thursday
 - If you need us at a different time, STOP and THINK, “Is this an emergency or can it wait until tomorrow?”
 - Please do not send me a message on Facebook. I do not use that app & I will miss you.



Relationships

Inter-office dating is NOT allowed in the workplace, so it is not allowed here. _____

COVID Protocol

RISE will follow the government's mandates when they are in place. All participants/volunteers/staff must be willing to 1) wear a mask; 2) have temperature taken; 3) follow any rules put in place during mandates. Violating this policy may be grounds for termination. _____

Confidentiality

RISE staff and volunteers shall respect all participants' right to privacy. RISE information completed, discussed and written by participants and volunteers is considered confidential with the exception of drug and alcohol use. These violations will be reported to the Executive Director and Site Coordinator.

Follow-Up Program & Guidance

In Phase 2; Participants must agree to engage in the Follow-Up Program. The Follow-Up Program continues for 9 months at which time RISE will make weekly calls to check on the progress of the graduate. If the graduate needs extra assistance to continue their path we will assign a mentor to meet with the graduate on a weekly basis. Our goal is to help the graduate continue the journey to RISE to self-sufficiency. After the 9 month period which concludes the 1 year commitment, RISE will contact the Alumni once a month to check progress. Each graduate and Alumni is expected to inform RISE of any changes to contact information. _____

Volunteers

Participants are not allowed to ask any volunteer for any "Favors". This includes but not limited to; asking for rides, money, clothes, food, etc. Participants should fill out the proper Assistance Request Forms &/or address RISE staff. Repeated violations of this rule will result in termination from program.



Requirements of Graduation

Requirements for Graduation of the program are as follows:

- No more than 4 total absences or 2 unexcused absences.
- All Homework is to be completed.
- Must attend Working Lunches & other events.
- Must attend the Mock Interview & Budget Live.
- Must assist with the Chores List.
- Must participate in Graduation Ceremony.
- Must participate in the Mentor/Mentee Program.
- Must adhere to the Rules of Respect for Volunteers, Co-Participants, & Staff.
- *RISE reserves the right to ask anyone to leave the property and/or program at any time.*

Are you ready, to Commit? Are you ready to do the Work? Are you ready to Win?



THIS HANDBOOK IS TO BE PLACED IN THE BACK OF YOUR PARTICIPANT BINDER FOR FUTURE REFERENCE.

Jeremiah 29:11
“For I know the plans I have for you,”
declares the Lord,
“plans to prosper you and not to harm you.
Plans to give you HOPE and a FUTURE.”