



RPM

*Recovery Prison Ministries*

# Restoration Project Mission

RPM Outside

Recovery Prison Ministries  
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# Executive Summary

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Recovery Prison Ministries, RPM, is a 501 C 3 tax exempt corporation. RPM is headed up by Executive Director Rick Tolliver of Sedalia, Missouri. We are nondenominational in scope and nature, presenting the Good News of Freedom and Restoration through our faith in the Lord Jesus Christ. We are each overcomers by the word of our testimony and the blood of the Lamb. We honor what our Lord Jesus said in Matthew 25:35, “For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in. I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me.” We sincerely hope and pray that today’s churches will accept this challenge literally and give back what they have been given by the love of Almighty God.

## Highlights

RPM partnered with Celebrate Recovery (CR) many years ago and successfully introduced CR programming into jails and prisons in the state of Missouri. Our all-volunteer ministry force continues to minister in jails and prisons in Missouri today. Our diligence through the power of Jesus Christ has impacted countless individuals over the past decade who have overcome a variety of hurts, habits and hang-ups.

## General Objectives

To recruit and solicit collaboration with community Christian churches who are compassionate minded and Bible believing so that they may “adopt” individuals and provide opportunities and resources for their success.

To provide a safe and effective reentry opportunity for individuals leaving incarceration who meet a rigorous criteria back into the communities of Missouri. Most specifically to help relieve the unrelenting load on the Missouri Department of Corrections Honor Centers.

To provide an alternative to incarceration working with local courts and judges for select individuals who meet rigorous criteria.

## Mission Statement

We will empower local churches all over the state of Missouri with a vision, tools, methodology, training, programming and support to fulfill scripture in Matthew 25:35 to help individuals restart and reestablish their lives in Christ and community.

## Keys to Success

RPM is a decade old ministry that is steeped in the details that it takes to operate with in and in conjunction with the Missouri Department of Corrections.

RPM has a plethora of experience with the individuals who have made poor choices due to life circumstances and addictions of all sorts and have successfully overcome them.

RPM is made up of a virtually all volunteer staff whose only agenda is to help others and further the kingdom of God.

RPM is a Holy Spirit empowered ministry that has overcome extreme bureaucratic hurdles in the past and will continue to work through any and all challenges that arise.

RPM has always been a team effort and working with other individuals, administrations, ministries and offices is embedded in our corporate and ministerial stance.

# Plan Operations

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This manual will provide a church and its Plan Coordinator with the necessary tools, order of operations, and specifics to successfully implement this plan into any willing church.

## Overview

- RPM will be the Plan Administrator
- RPM will provide a step-by-step manual for use in the program by churches.
- RPM will train a church designated coordinator to administer the program in that church. The church and its resources and members will provide necessary and reasonable resources to accomplish successful reentry for those who need assistance and meet rigorous qualifications.
- RPM will be on call to assist with questions, guidance, discipline, and any other matter of consequence relevant to the individual and/or the church needs.
- Some churches may fear the program because of its inherent nature. We understand that and will work diligently to work with County judges to offer a viable alternative to incarceration for those who would qualify. We will additionally offer reentry services and relocation to all those who qualify that are currently housed in the Missouri Department of Corrections Honor Centers.
- RPM believes intensely in collaboration and working together with other organizations for the greater good. We will actively pursue inviting other interested and like-minded existing organizations and ministries to join us and this great mission. We truly do not care who gets the credit as long as the Lord Jesus Christ gets the glory.
- RPM staff will report and measure ongoing statistical data regarding outcome of the program.
- RPM will use available technological tools to reach out to EVERY church in the state of Missouri, including all social media, mail outs, ministry produced DVD's with testimonies and mission overview, personal visits, and an exceeding amount of prayer.

## Suppliers

The local church is to capitalize on its own resources as well as the resources of the community that it is located. Every church has people who have a network of other people in their sphere of influence which could become the suppliers. With some donations of goods and time from church members and affiliates the needs of an individual could easily be met. Some of the physical supplies that could be needed are clothing, food, transportation, housing and small amounts of money. There is a possibility of other special needs depending upon the individual the church decides to adopt.

## Services

The church will be invited to provide services for the adopted individual. Some of these services will be access to church services at your church, spiritual mentoring or life coaching, assisting in finding employment, assisting in finding appropriate housing, assisting in attendance of Celebrate Recovery meeting or a supplement, assisting in financial counsel and money management as well as assisting in meeting any legal requirement the individual may have incurred.

## Management

There will be only two main levels of management to keep the program simple and easily adaptable and implementable in any church. Recovery Prison Ministries (RPM) will be the oversight and consulting authority while the local church will be an autonomous entity to implement and run the Restoration Project Ministry. Simply put....we provide the program and know-how and the church gets the ability to use its assets and manage them in-house. We are here to provide a system and help bring solutions to challenges that may arise. We are NOT here to micro manage any church

or organization. The church will choose and provide a Coordinator for their church to run the program. The Coordinator and the church will then be active in the choosing of an adoptee from the preselected list from RPM. The Coordinator will be responsible for gathering people and assets for the adoptee. Furthermore the Coordinator will be a liaison between the church and RPM.

## **Financial Management**

There will be no functionary money paid to RPM for this program. This program is not for sale....it is a gift from God. It will however be the local churches responsibility to fund their own in-house program with donations, gifts, offerings and/or fund raisers. It will be the task of the coordinator to manage and to mine the resources within the church and community to meet the needs of the adoptee. We understand finances can be tight and are not about adding another debit column to the local church accounting. We suspect the actual out-of-pocket finances for the church could be minimal as our churches are filled with God's best assets.....His people.

If a person, church or organization feels so lead by God, RPM does accept donations. Go to [www.recoveryprisonministries.com](http://www.recoveryprisonministries.com)

# Step by Step Manual

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## **RESTORATION PROJECT MISSION MANUAL**

This manual will guide the local church through start up procedures and suggestions as well as sustain a long term plan that will help to make this endeavor a success in your church.

### **Say YES**

1. Answer this call from God and begin your Restoration Project Mission.
2. Contact RPM Executive Secretary Cindy Townsend at (660) 596-8721 and let her know that you are onboard.
3. Fill out Church Contact Information sheet in Appendix and email to Cindy at [ctownsend@recoveryprisonministries.com](mailto:ctownsend@recoveryprisonministries.com).

### **Assign and train Church Coordinator**

1. Choose a Restoration Project Mission Coordinator for your church, ministry or group. The discretion is left up to the church to pray and find the right individual led by GOD as a volunteer with people skills who knows the church and the community. This person will essentially be a life manager for the adoptee and a liaison between the adoptee and the church as well as liaison between church and RPM.
2. Set up a training/question and answer meeting either via telephone, skype or possibly in person (depending on time and location) with a RPM representative. Contact Cindy Townsend to set this up.

3. Coordinator responsibilities:
  - A. The key is to delegate different areas of need to different people in the church to negate to burden on any one person or family.
  - B. Make list of potential people in church that can provide assistance in the following areas and recruit:
    - 1.) Housing – Someone in your church owns or manages property or has an empty bedroom in their home. This could be an individual or a team of people.
      - a.) Not a group home
      - b.) Not an extended stay motel
      - c.) Possibly a small apartment
      - d.) Possibly an extra room in a Christian home
    - 2.) Transportation – Someone in your church could assist or team up with others to assist in this area.
      - a.) Help an individual assess their driver's license problems and solutions, if applicable
      - b.) Help provide rides to and from necessary events such as church, meetings, work, legal responsibilities, etc.
      - c.) Help to provide a plan to purchase a vehicle, if applicable
      - d.) Possibly loan a person a vehicle temporarily, if applicable
      - e.) Help a person to license and insure their own current vehicle
    - 3.) Mentoring/ Life coach – Your church should have mature Christians to fill this void.
      - a.) Everybody needs a mentor! Pray and provide the right person to help SHOW an individual how to live a spiritual life all day every day. We cannot expect someone to suddenly know how to live a changed life without showing them how to do that. This is really called discipleship and we are commanded to do this in the Bible.
    - 4.) Job assistance – There are probably business owners or managers in your church or people who know others to provide someone gainful employment.
      - a.) Full time or part time
    - 5.) Clothing – There is a possibility that an individual will be starting with nothing and will need every item of clothing. Here are some inexpensive options. Someone in your church could:
      - a.) Do a clothing donation from your church for the specific person being adopted
      - b.) Take person to Thrift Stores
      - c.) Take person to true outlet stores
      - d.) Take person to Flea markets
      - e.) Take person to Swap meets
      - f.) Take person to Second hand stores
    - 6.) Food – The adoptee will obviously have to eat and people at church could donate time and food. Here are some ideas:
      - a.) Do a food drive at your church once a month for adoptee
      - b.) Have people provide meals and deliver a few days a week
      - c.) If staying in a Christian home just eat with the rest of the family
      - d.) There are usually local food banks to visit
      - e.) Purchase and deliver a few groceries once a week. This could be spread out and divided over several people or families. For instance....The 1<sup>st</sup> week of month, one family....The 2<sup>nd</sup> week of month, a different family....The 3<sup>rd</sup> week of month, a different family....The 4<sup>th</sup> week of the month, yet somebody else....or some version of that to spread the financial burden around.
    - 7.) Money – Some of the above mentioned items will obviously take money. The idea here is help the adoptee to save money so they have a resource to draw on when they begin to take care of them self. If these items can be provided at no cost or an extremely reduced rate then the adoptee can save the money they earn for later costs of transportation, down payments, security deposits, utility hook ups, etc.

- a.) Provide a financial counselor to assist adoptee in money management
- b.) Set up a bank account, checking and savings
- c.) Monitor the accounts for financial accountability and stability

## **Enlist church members for Assets**

Once the list is made the Coordinator now has a base to begin recruiting. A great place to start would be to ask for volunteers and set a date for a question and answer session to promote and encourage others to get involved. This can start with church leadership with the Senior Pastor at the helm. We encourage Senior Pastors to be supportive in this endeavor but would recommend delegating this ministry to others as Senior Pastors are already extremely busy.

After the initial meeting set a date for people to sign up by and what area they will be willing to help. When there are enough volunteers to meet needs as spelled out in the previous section set another meeting to iron out the details. This will be the time to encourage and reassure the volunteers of their commitment. The commitment time will be for 6 months. While that seems like a substantial time commitment I assure you in the grand scheme of the adoptee's life that is a doable commitment for the church.

## **Adoption setup and screening**

Once you've obtained all the volunteers it's time to make the call. Contact Cindy with RPM via email or phone and request a current list of possible adoptee's. A list will be provided with a short testimony and personal past history for the church to choose someone and find a good fit. All adoptee's will already have been put through a rigorous selection process by RPM to even make the list. The potential adoptees will be those who have been involved in church and recovery for a period of time and someone whom one of the RPM staff has come to know personally. Once a potential adoptee has been chosen there will be an opportunity setup with RPM to arrange either a personal meeting, a phone call or skype introduction/interview to solidify that the church has made a good choice. A final decision can be made by the church after this meeting.

## **Form a NEEDS council**

Once an adoptee has been chosen we encourage the Coordinator to select two others (probably from the volunteers) to form the NEEDS council. This council will collectively be in contact with adoptee to find out what are their actual needs and some oversight. We recommend three people so there are three heads to determine between needs and wants and just to have different points of view. This council will initially address any immediate challenges that arise that are not covered. If a solution cannot be obtained RPM will be glad to offer assistance and consulting in any way we can. For disciplinary action toward an adoptee for not following the requirements as spelled out in this manual RPM is to be contacted and will handle the disciplinary portion of the adoptee so the church will not be labeled or thought of as intolerant.

## **Adoptee requirements and expectations**

The adoptee will have a few basic requirements and expectations that must be met. We believe that everyone needs boundaries to operate within. We have found that a long list of technical arduous rules and regulations tend to send the wrong message. We are interested in a permanent change of heart not merely the ability to follow a laundry list of rules temporarily.

Adoptee Requirements and Expectations:

- a. Must be currently and previously involved in a church and recovery program of some sort. Preferably an RPM function and Celebrate Recovery. We understand that there is a possibility of a local official to recommend someone to our program where a local RPM function or Celebrate Recovery is not offered in the immediate vicinity. In these cases an acceptable substitute will be accepted and RPM alone will have the discretion as whether or not to accept this person on to our adoptee list.
- b. Understand that with adequate help this is a 6 month program which at the end of program the individual is expected to be able to support their self and live a Godly productive life and give back to the church through attendance and service work.
- c. Once adoptee is placed in a church they are to attend at least two local church functions as well as a Celebrate Recovery meeting. If CR is not in the area another recovery program will be acceptable.
- d. Must hold gainful employment and accept whatever employment is offered through the Coordinator if unable to find a job them self.
- e. Must be willing to meet with mentor weekly and check in daily. That could just amount to a phone call on the daily stuff.
- f. Must be willing to accept financial advice and oversight of banking accounts with financial advisor from church.
- g. Must not commit any crimes while in this program....zero tolerance.

# Appendix

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## RPM Church Information Sheet

This is the initial information that will be entered into our Directory of Churches. Please complete all fields.

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Church Name

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*Restoration Plan Ministry Coordinator*

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Church City, State & Zip

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Church Phone Church Fax

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Church Web Site

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Church Email Address

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Restoration Plan Ministry Coordinator Phone

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Complete Address of Restoration Plan Ministry Coordinator

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Restoration Plan Ministry Coordinator Email

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Pastor's Name

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Pastor's Phone Pastor's Email

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Date Submitted to RPM

Additional Information:

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Adoptee Application

**RPM Outside**

**Restoration Plan Ministry Adoption Information Sheet - to Print and Mail**

Please Note: This Information Sheet is an opportunity for you to share information about you and your family. This information will enable us to determine if one of our programs may meet your needs. Please print this form, complete all information, and send to

RPM Outside  
1575 Fairway Drive  
Sedalia, MO 65301

**I. PERSONAL INFORMATION:**

Name: \_\_\_\_\_

Home Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**MALE**

**FEMALE**

Date of Birth: \_\_\_\_\_

Race/Ethnicity: \_\_\_\_\_

Citizenship: \_\_\_\_\_

Educational Background: \_\_\_\_\_

Occupation: \_\_\_\_\_

Current or last Employer: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Usual Gross Annual Income: \_\_\_\_\_

Religious Affiliation: \_\_\_\_\_

**Previous Marriages:**

Number of Previous Marriages: \_\_\_\_\_

Ages of Children by Previous Marriages: \_\_\_\_\_

Who has custody? \_\_\_\_\_

**Present Marriage:**

Month/Day/Year \_\_\_\_\_

(If less than 3 yrs. indicate length  
of relationship) \_\_\_\_\_

Ages of Children by Present Marriage: \_\_\_\_\_

Is your Child/ren Adopted or Biological? \_\_\_\_\_

## II. MEDICAL INFORMATION

List all past and present significant medical conditions.

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Have you had treatment for emotional, psychiatric, or substance abuse problems? \_\_\_\_\_

*If yes, please explain, including dates. If necessary, attach a separate page.*

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Have you had individual or marriage counseling? \_\_\_\_\_

*If yes, please explain, including dates. If necessary, attach a separate page.*

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## III. PLACEMENT PREFERENCES:

What area do you prefer to be located/relocated to?

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## IV. OTHER INFORMATION

Have you been accused, charged, arrested, detained or convicted of a felony or misdemeanor?

***If yes, you must include a detailed explanation, including dates. If necessary, attach a separate page.***

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Have you ever been found guilty of a crime or pled guilty or nolo contendere to a criminal charge, in order to qualify for deferred adjudication? \_\_\_\_\_ Have you ever had an incident expunged or attempted to have an incident expunged from your record? \_\_\_\_\_

***If yes to either question, you must include a detailed explanation, including dates. If necessary, attach a separate page.***

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Describe your community involvement:

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List a personal reference: \_\_\_\_\_

How did you hear about RPM? \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_









