



ABUSE RECOVERY MINISTRY & SERVICES

Leader's Guidebook

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Connecting with ARMS

1. If you are on [Facebook](#), please join our leaders page at: <https://www.facebook.com/groups/ARMSleaders/>
2. The main Facebook page (open to all) is available at: <https://www.facebook.com/AbuseRecovery/>
3. The public [Instagram](#) page is at: <http://instagram.com/abusercoveryministry>
4. [Twitter](#) is at: <https://twitter.com/abuseservices>
5. We are also on [Linked in](#) at <https://www.linkedin.com/company/abusercovery/> and [YouTube](#) at <https://www.youtube.com/channel/UCI15XBdqJISFyfakW24m0MA>

Initial Her Journey Materials/Grad Pack

You will receive your leader's manual, participant folders, and facilitator's certificate via the US Mail. If you have a previous HJ manual, you must turn that in before receiving the new material. This new material is yours to keep.

Communicating About Your Group

Use: 503-846-9284 or admin@abusercovery.org

ARMS receives many calls a week requesting information about Her Journey groups. We expect these calls to increase with our outreach efforts. To give ladies appropriate direction, we need from you:

1. Name and address of group location, including room number or parking instructions if applicable.

Note: HJ groups are never held in homes, only public locations that allow room for privacy. Although the ARMS office does have some Her Journey classes online and via conference calls, we expect that your group will be an in-person group as these are the most effective for attendees. We never advertise the specific sites for groups and details, including Zoom groups, for the safety of our participants.

2. Days and times that your group will be held.
3. What date your group starts and if there is an ending date or breaks between ending one cycle and starting another.
4. If childcare will be available for the group.
5. If the group will be open to the public (we will refer people to your group when they call) or closed (only open to people in that facility).
6. If your group is for residents only, let us know if you would be open to outsiders joining in once they call the ARMS office. Some shelters etc. do allow this.
7. If group is cancelled for any dates so that we do not send ladies there for a group not being held, including holidays. **We will not assume there is no group on a holiday week as some groups continue to be held.** We do ask that a sign be posted at the

facility when group is cancelled so people are informed if they show up (they sometimes attend sporadically).

8. If location, day or time changes at any time, **the ARMS office MUST be informed.**
9. If you have your group in a shelter environment or another situation where attendees might only be able to attend *one or some* of the weeks, please **inform attendees that they can call the ARMS office for information on groups in their new area when they relocate.**

Entering Attendance for Your Group

1. Each week after group, you will enter attendance information on the website for your group. This form is at: <https://abuserecovery.org/attendance-submission/>
2. The current password is "enteringattendance". *Note we will need to change this sometimes for security reasons so if it is not working, please give us a call.*
3. ***It is very important that attendance is entered each week.***
4. You must enter attendance online even if *no one showed up to your group or if your group was not held.* You will see these options included on the online form.
5. Watch the video on how to record attendance for your group at <https://youtu.be/esr6Cl9fC4>
6. If you are not having a regularly scheduled group, ARMS *policy states that a note must be on the door at the location for anyone who might try to attend. Sometimes staff at your facility or church can help with this if you tell them it is ARMS policy.*

Forms, Handouts and Materials

1. If you need handouts for your classes, material included in the participant folders or other forms, you can download them from our secure leader's page on the website. To do this:
 - a. Visit <https://abuserecovery.org>
 - b. Hover over "Who we Are"
 - c. Choose "ARMS Leaders"
 - d. Click on "HJ Current Leaders" (do not move to attendance page)
 - e. Enter the password: "hjleaders" (note- this PW will periodically change)
 - f. Scroll down to the category of what you need
 - g. Click to open PDFs
 - h. Save to your computer or print
2. If you need DV resources, information and recommendations, please find them at: <https://abuserecovery.org/general-resources/> Call the ARMS office for additional resources.
3. ***Each year that you recertify as a leader, you may request five more purple folders and personality test for no charge.*** If you attend any of our in-person leader events, materials will also be available there for no charge. Otherwise, you may either photocopy and make your own folders, order the complete packs or order just the labels on the website at: <http://abuserecovery.org/shop/> for a nominal fee.

4. The Personality Test (lesson 5) is on the leader password protected page at <https://abuserecovery.org/current-leaders/> It says, "Animal Personality Test".

Note: You are welcome to make your own purple participant folders with the approved material and copies, if you prefer. If you are holding group at a center or church, sometimes they will allow you to make the copies there.

Growing Your Group

Connect with the ARMS office for:

1. Approved flyers to let people know about groups.

Note: Locations, dates and times are never published on paper or on the web. This includes Zoom groups. They are also not emailed, texted or messaged in any form. Interested ladies must call the ARMS office for that information.

2. Approved business and rack cards that can be placed in businesses, churches and community areas to let people know about groups.
3. Approved lingo that can be placed in church bulletins, newsletters or other resources.
4. Logos or photos, if needed.
5. Articles on domestic abuse if material is needed for newsletters, websites, e-blasts etc.

Download your free, "[How to Grow Your Group](https://abuserecovery.org/wp-content/uploads/2022/06/Growing-Your-Group-Module-062722.pdf)" Ebook at: <https://abuserecovery.org/wp-content/uploads/2022/06/Growing-Your-Group-Module-062722.pdf>

Vacations & Other Breaks

It is our desire that you connect with other Her Journey leaders local to you. This is especially helpful when you need a substitute leader for your group. When you find a certified Her Journey Leader substitute, contact the office to let us know who will be covering what dates.

If you cannot find a substitute or need to know about potential substitutes in your area, contact the office.

Hiatus

Occasionally you may need to put your group on hold for a short-term hiatus. Contact the ARMS office so that we can work with you to accomplish this well.

Recertification

You will need to recertify once a year and receive a new certificate before your current one expires to continue leading Her Journey groups.

To re-certify:

1. Visit <http://abuserecovery.org/shop/>
2. Choose one of the modules entitled “One Week Module” and add it to your cart.

Leaders, please plan on taking “Compassion Fatigue and Leader Boundaries” for your first year of certification.

3. View cart and check out with a payment of \$50.
4. You will receive your receipt via email when you order. Check your junk/spam folder.
5. You will also receive a welcome email from the ARMS office.
6. Before the class starts, you will receive an email from Canvas saying you are invited to a new class. Click on the button to get started on your new module for recertification. If you do not receive an email from Canvas, please contact us. (Please check your junk and spam folders)
7. You will have 1 week to complete the recertification module.
8. You will receive a new certificate upon successful completion of the extra module for both completing the module and for another year of certification. Upon request, the ARMS office will also mail you five participant folders and personality profiles.

Self-Care

Self-care is vital for anyone working in the DV field. We recommend that you plan on having a co-leader for your group and encourage you to find women coming through your group (or outside of your group) who have healthy relationships, are spiritually mature and interested in leading whom you can recommend for training as a co-leader. *Please check the ARMS leadership policies before recommending anyone and understand that not everyone taking HJ will be a candidate for leadership.* Leadership policies are found on page 9 of this document or can be downloaded on the [Current Leaders page](https://abuserecovery.org/current-leaders/) at <https://abuserecovery.org/current-leaders/>

Develop relationships outside of group with people whom you can talk to about the group, without sharing names or confidential information.

Contacting Group Members

We ask you not to have contact (including calls, emails, rides to group) outside of group for your safety, unless an attendee is a part of the programming for your organization, you are their licensed counselor, or you were connected before they attended Her Journey.

In general, it is very important that you remain only their encouraging leader, as opposed to their friend. ***Do not make phone calls if it will in any way compromise a woman’s safety.***

Group members are welcome to share contact information and contact each other outside of group.

Guiding A Successful Group

The saying is trustworthy: If anyone aspires to the office of overseer, he desires a noble task. Therefore, an overseer must be above reproach. 1 Timothy 3:2-3 (NIV)

ARMS wants to **create a safe environment** for women to walk through their healing process from domestic abuse. Our groups are open; a woman may join at any time and stay for as long as she feels the need. We do not consider Her Journey classes a support group even though it does function in many ways as one. Her Journey is a biblically-based educational program to provide women with understanding about domestic abuse issues and God's heart towards them. Our goal is to equip them with tools that will give them the ability to break the cycle of domestic abuse in their lives and show them how to live life full of passion, purpose and God's abundant blessing, thus turning their sorrows into joy.

The following list is designed to help meet these goals and provide clear expectations to class members:

- 1. Prepare for Each Group-** Pray and spend some time with God before each group. Make sure that your heart is ready to lead and ask for God's assistance with preparing the attendee's hearts. Review the lesson and make sure you have a sign-in sheet and several lesson handouts and pens ready.
- 2. Prayer and Confidentiality-** Always open group with prayer, and then a reminder that what is said within the group stays within the group. Attendee's names, their experiences, locations, and times of group are confidential information.
- 3. Relaxed Posturing-** As you read the lessons, maintain a relaxed and confident posture. Project your voice and look up occasionally from the material.
- 4. Speed Reading-** Be careful to not rush your reading. Although you may have read the lesson many times at this point, some ladies are hearing it for the first time and there is a lot of information to digest.
- 5. When Someone Starts Telling Their Story-** If you must interrupt due to someone processing too much, be respectful and polite. For example, wait for a pause in the conversation and then move back to the curriculum. You can always say "Sorry to interrupt but we need to move forward as we only have a certain amount of time." Or, "I'm so sorry you went through that. Let's see what the lesson says."
- 6. When Someone Continues to Process-** If a person has a habit of processing during group, talk to them privately. Explain to them that we encourage people to start one-on-ones with a counselor if needed to assist them in healing or to call the ARMS office for more support.
- 7. On Counseling and Advice-** Do not provide advice and do not provide counseling, unless you are a licensed counselor. Even if you are a counselor, be careful not to use a group setting for things more appropriate for a one-on-one setting.
- 8. Your Own Past Abuse-** If you have abuse in your background, be aware of your own triggers and work through them separately so they are not affecting your group.
- 9. Close the Group with Prayer-** In prayer time, pray for each need. Also pray for the women who could not attend. There is power in prayer. If women ask you for prayer requests from you, share lightly. "I have areas God is working on with me" is appropriate; "My boss really irked me this week", is not.

10. **Outside Services-** Prepare a list of referrals from your vicinity for counseling, safe houses, domestic violence services, attorney services/Legal Aid and emergency services to provide as needed. Refer your group members to these agencies as needed. Please also send referrals to the ARMS office so we can better serve ladies from your area who call in.
11. **Homework/Self-Work** – We do not require the homework/self-work at the end of each lesson. Sometimes we make an exception to this when one is mandated to take the class. However, we've heard many state that this was important to their healing, so we do emphasize that to attendees and encourage them to complete it on their own time.
12. **Interaction During Lessons-** There is a way to interact during the lessons a bit (vs just reading straight through). The secret is that you need to keep the interaction healthy for everyone there. Consider these options:

-Going over a question or two of the homework and reviewing answers

-Asking what their main takeaway from the lesson was

-As we do in Leader training, ask their high and low for the week. This is a natural segway into prayer request time.

Here are some more specific interactive ideas:

Lesson 1- After reading the growth chart, ask “where are you at? Would anyone want to tell us?” Ask if there are any questions on the cycle and types of abuse.

Lesson 2- Before reading the 5 reasons that may have contributed to ladies not setting boundaries, pause and say, “as I read these, think about which ones affected you.” Share your own as well if you are comfortable. If small group, you can ask each attendee which one hit home the most. For a large group, take a few volunteers. At the end, you can ask “which part of working your own yard will you work on this week?”

Lesson 3- Ask what helps them deal with their anger in an appropriate fashion.

Lesson 4- Just like with lesson 2, pause before reading the list of what may have contributed to our deep yearning. Ask them to think about which ones apply to them and then allow them to share their answers afterward. Tell them if any apply to you if you are comfortable. You can also do this with the bullet points on how they have tried to fill that deep needs (things other than with Jesus) and ask them where those actions led them.

Lesson 5- There is another list in this lesson, “Motivators for Perfection”. Before reading them, ask them to think about what their motivators have been. The new Animal Personality Test is a lot of fun and if there is extra time, read through the descriptions of each animal that are included. Ask them if there were any surprises when they complete the personality test.

Lesson 6- Using the list of the things that lead us to depression, ask if any of those resonated with them. Then ask what practical action listed at the end will they take this week to help with depression or sadness? Follow up with them the next week if you wish.

Lesson 7- Ask if your participants have any special verses that they use in their own life to remember their value in Christ. There is also an activity within the lesson when we ask each to share a negative thought about themselves. I then have that person raise a finger, repeat “it’s a lie” with me. Then I tell them something to counteract that thought as well OR what God and I think about them instead and have them repeat it. This can be a

truly powerful exercise as you are looking them directly in the eyes and telling them what amazing worth they have!

Lesson 8- Before reading the list of ways we try to connect in unhealthy matters, ask them to think about the ones they personally can relate to. Ask for volunteers who might want to share the ones they relate to and the Leader can share theirs too, if desired.

Lesson 9- Ask if “submission” feels like a bad word to them in the beginning. At the end, ask their takeaways from the lesson.

Lesson 10- Before you read the “Lord, help me” prayers, ask them to think about one that they will implement in their lives this upcoming week. Allow volunteers to share the one they chose and their “whys”, time permitting.

Lesson 11- Before reviewing the reasons we make the choices we make, ask them to think as you are reading about any that apply to them. We’ve heard some women say “all seven”. That’s OK. Allow them to share theirs and if you are comfortable and the moment seems right, share yours too.

Lesson 12- After reviewing the six things that forgiveness is not, re-read just the main points without the full paragraph. In number 5, explain what the difference is in between denying, minimizing, and justifying. Explain that although it is a survival tactic and God understands, it might be time to all it what it truly is-abuse. Under “how does forgiveness benefit you”, consider adding in a category of forgiving themselves and how eventually that is also needed to live an abundant life that God has planned for those who have said “no” to abuse.

Lesson 13- If you have time in class, have them start the homework early in their notes by listing some dreams they’ve had in the past, or having them share a past dream with the others. Encourage them to start working on following one of their dreams.

Lesson 14- This is a longer lesson so time permitting, look up some verses that you can read and replace the word “hope” with “confident expectation” and read those or provide a handout of them. Or have them complete the homework, question 2, writing down the ways God shows His love to them.

Lesson 15- When discussing “Signs of Slipping”, ask for any other signs not listed that may be a sign of slipping for them and what they can do about that. Share if you have thought of others not on the list that you are aware of. Consider having everyone read the Affirmation together.

Her Journey Survey

After a woman has completed the 15 weeks, we love for them to complete a survey available on the Current Leaders page on the website. They are not required to do this but this helps us see areas to improve. Most often, comments are very positive. ***When handing out, use a phrase such as “you’ve been attending awhile. We would love your opinion.” Stress that they are still welcome to attend group as often as they want to.*** It is important that they don’t see the surveys as an ending date to participating in group. They can return the surveys to you or mail to the ARMS office.

Note: All material online and in your Her Journey curriculum are copyrighted by ARMS, Abuse Recovery Ministry & Services. They may not be copied or distributed in any form (except class outlines/homework sheets) without written permission from the executive director of ARMS.

Removing a Member from Group

On a rare occasion, a member may need removal from the group permanently. Watch out for anyone who:

- Jeopardizes the safety of the group, such as giving out the location and times;
- Discloses personal information of group members outside of the group setting;
- Attends the group while under the influence of alcohol or other substances;
- Repeatedly breaks the rules;
- Behaves abusively towards other members;
- Prevents an effective group environment.

If you feel a member may need removal from the group, it is your responsibility to contact the ARMS office for assistance before removing the group member.

Note: No men may attend in-person Her Journey groups.

ARMS Policy: Dealing with a Threat of Suicide or Homicide in Groups

All life is valuable and beloved by God and us. ***Any threat or plan of suicide or homicide should be taken very seriously.***

Take the following steps if this occurs while an attendee is in group:

-Call the non-emergency law enforcement number of the county or city the person lives in (find on Google) and report the threat after group. Be prepared to let them know as much information as you know about the person's name, location, etc. If you are uncomfortable with this or do not have access to the Internet, contact the ARMS office.

-After contacting the police, contact ARMS.

- a) Call the ARMS office at 503-846-9284
- b) If no answer, call or text 503-828-4456 (Julie)

Warning Signs, How to Interact and Aftercare

1. Warning Signs to Watch For:

Talking about wanting to die, wanting to kill themselves or kill someone else

Looking for a way to kill themselves or someone, like searching online, asking other participants or buying a gun

Talking about feeling hopeless or having no reason to live, trapped or in unbearable pain

Talking about being a burden to others

Increasing the use of alcohol or drugs

Acting anxious or agitated; behaving recklessly

Talking about/showing withdrawing or isolation from others

Showing rage or talking about seeking revenge

Extreme mood swings

Threatening by saying they have a plan to commit suicide or hurt someone else

DO's	DON'TS
Be direct. Talk openly and matter-of-factly about it.	Don't dare her/him to do it.
Allow expressions of feelings. Accept the feelings.	Don't lecture on the value of life.
Keep an eye on how it is affecting other group members. If others are shocked, negative, triggered or encouraging the action, stop the conversation during group & speak to the person afterwards.	Don't act shocked. This will put distance between you.
Be non-judgmental. Show interest and support (in the person).	Don't debate whether actions are right or wrong, or whether feelings are good or bad.
Offer hope that alternatives are available.	Don't offer reassurances that everything will become alright for them.
Take action if needed. Remove means, like weapons or pills.	
Contact ARMS as soon as possible to report any threat, plan or action . If it is a direct, eminent threat on another person's life, call 911.	Don't be sworn to secrecy. Seek support.

2. Recommended Communication Tips

Acknowledge the Speaker

This can be as simple as a head nod or an "Uh huh." By acknowledging the speaker, you are letting them know that you are listening to what they have to say and reminding yourself to pay attention to what is being said to you.

Respond Verbally

Asking questions or making statements may help clarify what the speaker is saying. It reminds the speaker that you are listening attentively and that you are here to help them and are truly concerned. Be sure to let the speaker finish talking before asking any questions.

Summarize What You Hear

Reflecting on what the listener is saying is also a positive verbal active listening technique. By repeating, paraphrasing or even summarizing what the speaker has said shows that you are putting in effort to better understand them. Use phrases like; "what I'm hearing is..."or, "sounds like you're saying...." These tactics can also allow the speaker to hear what they are saying, which may help them find positive reinforcement.

Look the Part

Keeping eye contact, maintaining good posture, and staying focused are key components of active listening and interpersonal communication. Being distracted and unfocused gives the speaker the impression that you aren't paying attention.

When you actively listen to someone, you are letting them know that you care about what they are saying and can indicate that you are concerned for their health and safety.*

3. Aftercare for others

For the person who has threatened action:

Know that this person may not feel comfortable returning to group. You have done the right thing by reporting the threat. Life is more important than them continuing ARMS programming.

Any suicide/homicide threats are confidential and not to be discussed with other group members, leaders or church/building staff. They may only be discussed with first responders and ARMS staff. If people have questions or concerns, refer them to the ARMS office.

If they do return to group, do not allow conversation about what happened to take place in front of other group members. Redirect the conversation back to the lesson instead.

For the other group attendees:

Watching your calm and clear response to the threat or action will be the most reassuring to other group members. If they need additional support, please have them contact the ARMS office.

4. Signs that it has affected others:

- A reduction in attendance and absenteeism.
- Attendees may want to talk about it to you or bring it up at another group time. They might also choose to use a sarcastic or cynical comment about the situation.
- Attendees may have been triggered to a bad time in their lives and may no longer feel fully safe at group. Be aware of nervous ticks, signs of anxiety or emotion. If needed, use grounding techniques to help people focus.
- Sometimes, group members are in contact with each other outside of group. Be aware that they may have talked/texted with the person who threatened harm, or other group members about the situation.

5. Aftercare for leaders:

We understand that it is never easy to witness someone threatening harm and neither is it easy to attempt to guide and redirect a conversation that suggests harm to someone. Your health and wellness are very important to us. Please call the ARMS office if you want to talk about any situation or ask for prayer. We are here for you.

Her Journey Leadership Policies

ARMS policies are designed to unify the leadership of the Her Journey classes. Nothing is more powerful than a group united together for the glory of God in bringing His healing and restoration to the lives of the abused and hurting.

Leadership Qualities

- **Have a personal relationship with God.**
- **Attend church regularly** and participate in **regular prayer and reading the Bible.**
- **Willing to submit to authority and follow guidelines.** The calling to be a leader requires accountability, first to God and then to others who God puts in our lives.
- **Willing to wait for God's timing.** While some women feel called to lead these classes, the timing may not be right. Waiting for God's perfect timing is as important as being obedient to do what He has called us to do.
- **In a healthy place.** We ask that *women who are still in abusive relationships or recently out of abuse, to not lead groups.* If you are in the midst of a separation/divorce or recently separated/divorced, we ask that you wait at least until one year past your separation or divorce date to begin training. *(Exceptions may be made for women who are still living with a husband who has been abusive to them, if he has completed or is currently half way through an abuse intervention program for men and making progress.)
- **Have a balanced view of men,** as opposed to having a negative view.
- **Living a life that God wants a leader to emulate.** A person who is in active sin with no desire to make changes should take that time to work on themselves and their healing, versus leading groups.
- **Looking to serve others,** knowing that the classes aren't there for you to share your story but are about serving others.
- **Good reading and communication skills.**

Leadership Description

- Lead "Her Journey" classes as outlined by ARMS in a safe place. We do not hold groups in homes for a variety of reasons. Give us a call if you have questions about that.
- Encourage women to seek their healing through God.
- Help women to see what options are available for them.
- Pray for and with the women you serve.
- Believe God hears and answers your prayers.

Leadership Limitations

Modeling healthy boundaries to these women is crucial. These limitations serve as your guidelines for doing this.

- *Do not try to fix things for the women you serve (i.e. make phone calls for a woman to find housing or a job). You can refer her to where she can find these things. We want to empower her, not do for her what she can do for herself.*
- *Do not give out phone numbers of leaders or participants.*
- *Do not make phone calls to class members unless you are their counselor or previously connected before group. (friend, relative, acquaintance, co-worker etc.). If you are their counselor or previously connected, please ensure that it is safe for her to receive your call (away from abuser) if you do contact her.*
- *Do not connect with group members on social media unless you were connected with them there before they attended group. Remain their leader, not their friend.*
- *Do not provide individual counseling unless you are a licensed counselor.*
- *Do not meet with attendees outside of group for anything regarding her healing process and/or ARMS unless you are their counselor and/or were connected with them before they attended Her Journey (friend, relative, acquaintance, co-worker etc.).*
- *Do not copy any part of the Her Journey Leadership Book for any person without the direct written permission from ARMS. Copy only the handouts for the attendees.*
- *Do not add, delete, or change the lesson beyond personalizing it through examples, stories, and scripture.*
- *Do not accept any personal checks or cash gifts from class attendees.*
- *Do not allow any babies or children over three months of age to attend group. Her Journey groups are not intended for children. Please ask ladies to remove their baby from the area, if they become distracting to others. Young women fourteen or older may attend if appropriate.*

Leadership Responsibilities

1. Guide successful Her Journey groups while listening to the Holy Spirit. Turn in attendance once weekly via the web form. Read the curriculum as instructed and create a safe environment for all. Communicate with the ARMS office.
2. Work with women interested in training for leadership, if you and ARMS feel they are qualified and if they are interested. This might include:
 - A. Verbally recommending a woman for the training program to the ARMS office when a woman shows interest in leading.
 - B. Completing a formal recommendation later on in the process.
 - C. Sharing concerns with interested women who may not be ready for leadership.
 - D. Answering trainee questions or referring trainee to the ARMS office as needed.
 - E. Allowing trainees to take a part in leading some of your group, as appropriate, and providing the recommendations on the ARMS Coachable Moments document. (Available on the Current Leaders page of the website)
 - F. Communicating with the ARMS office as to how the trainee is progressing or if there are concerns.
3. Give the women opportunity to financially give at each class unless you are running the group as part of another non-profit's programming. We believe in the principle of sowing and reaping. This gives the women an opportunity to feel empowered and own their healing.

Note: Make checks payable to ARMS. Send any donations you have collected monthly. Please do not send your personal check for amounts given in cash. It is best to wrap cash in paper and send directly.

Substitute Leadership Status

For leaders not leading groups weekly, ARMS requires two things to maintain status as leaders:

1. Yearly recertification through the online educational platform.
2. Substituting for one Her Journey class per year.

If you are unable to meet these requirements, you will lose your certification status and will be removed from the substitute list.

Note: Leaders can be reinstated in the future if they desire to at the discretion of the ARMS office.