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## **CityReach Program**

### **Academic Year 2009-10 sessions**

*For High School age through adult*

At St. Paul's Episcopal Cathedral – 138 Tremont Street, Boston

#### **IMPORTANT INFORMATION - PLEASE READ!**

CityReach gives young people and adults a chance to learn about homelessness from people who are homeless or who have been homeless. At CityReach you will also participate in our ministry to poor and homeless people by offering hospitality, food, and clothing to guests on Saturday morning inside at the Cathedral Church of Saint Paul and/or outside in downtown Boston by participating in a street outreach team.

Below you will find out how to register for CityReach, the cost of the program, and our expectations for participants, including what to bring, and a schedule for the overnight.

#### **Registration**

If you are interested in participating in CityReach, please call or email our office as soon as possible and provide us with the contact information for the leader(s), as well as with the estimated number of participants. When you contact us, you will be put on our list of potential participants and we will keep you informed of any developments regarding the CityReach session you are interested in participating in.

However, at this point, your participation in CityReach is not yet guaranteed. Because of the high demand for participation in CityReach, we cannot reserve spaces in advance. To secure your place at CityReach, you will need to submit a completed registration form and payment in full. We cannot guarantee your participation in CityReach until these have been received. The fee for CityReach is \$60 per person for youth participants and their adult leaders. This fee not only covers the costs for CityReach, but also helps to cover the costs for the vital programs we provide for and with homeless people in Boston. For more information on these programs and services, please see our website: [www.ecclesia-ministries.org](http://www.ecclesia-ministries.org).

**Scholarship**

We do not want to exclude anyone from participation. If the CityReach fee would create a hardship for individuals or for your congregation as a whole, please submit a request in writing explaining the situation, and requesting a specific amount of scholarship assistance. On the other hand, if your church is able to contribute more than the amount you need to pay, we welcome your donation for the CityReach scholarship fund.

**Cancellations**

Once your registration form and fees are received, a certain number of spaces are reserved for you at CityReach. Since the number of participants at each session is limited, this often means we have to turn other people away. As such, we hope that once you register for CityReach, you will not cancel. We may be able to fill the spaces when cancellations take place early enough. Last minute cancellations, however, will most likely mean that the spot is lost.

The following is our cancellation policy, should you need to cancel for your group or for one or more members of your group:

- ◆ We will fully refund your fee if you notify us at least 30 days before the event.
- ◆ If you notify us between 7 – 29 days before the event, we will refund \$25 for each cancellation.
- ◆ Cancellation within 7 days of the event will not be refundable.

**Orientation Meeting**

We request that each group of participants send a representative to an orientation meeting that will be held a couple of weeks before the event. In this meeting you will have the opportunity to ask any questions you may have about CityReach and meet other leaders. We will also divide the tasks among the various groups of participants.

The orientation meetings will be held at the Ecclesia office (33 Lenox Street, Boston) on two occasions (same meeting) to accommodate your schedule. The two dates and times are listed on the registration form. Please indicate which meeting you or someone from your group will attend on the registration form, or by emailing our office. If you are coming from a great distance, and would like to participate by phone, we may be able to make such arrangements.

If you have any trouble find us, our cell phone numbers are: The Rev. Kathy McAdams 617-347-8582 or The Rev. Steven Maki, 508-728-0569.

## Expectations

**Leaders and Permission Slips:** We recommend one leader per five or six students, urging both clergy and outreach leaders to be represented. If your school or church requires permission slips, please arrange to collect them for yourselves. We do not require permission slips. Church groups should be led by adults who have completed the sexual misconduct (youth) training.

**Clothing and Personal Items:** Participants should wear warm, comfortable (and waterproof) clothing. Be prepared for extended outdoor time in bad weather. Use backpacks to carry your own treasures and for sandwiches, socks; etc. when doing street outreach. Bring personal supplies, a sleeping bag and a mat (because you will be sleeping on the sanctuary floor), a pillow if desired, and a towel. A small flashlight is also recommended. Please do not bring music and headsets or hair dryers. If you bring cell phones, please do not turn them on during the program.

**Food and Clothing to Distribute to Our Guests on Saturday:** Please see the lists below for appropriate clothing and other items, including food, which we would like you to bring for handing out to poor and homeless people (our guests) on Saturday. We expect that you will have a clothing drive, or collect used clothing from each of the participants if a clothing drive is not possible (or you can do both, of course). If you have funds available, new socks and underwear are also very much appreciated.

**Sharing the Experience:** All participants are encouraged to arrange with appropriate people (for college students, the college chaplain or group leaders, and for church groups their advisors, pastors or rectors), to share about the CityReach experience in a way that is appropriate to your setting.

**Extra Items Needed and Leadership Tasks:** We ask that you look at the list of extra items needed and leadership tasks, provided in this packet below, and that each group (or a leader of each group) volunteer to bring or do one of these.

**Arrival & Parking:** Arrive at St. Paul's Cathedral *between 7 and 7:30pm (this is new!)* on Friday evening, having eaten dinner. The Boston Common Garage is on Charles St (R on Boylston; R on Charles from the drop-off point) where on evenings and weekends the flat rate is \$11 (we have discount stickers for \$5.50 each; please have exact change to purchase 2 – one for Fri night, and one for Sat). This garage accommodates vehicles up to 6'3" tall. For other parking options, take a left on La Grange St which will lead you to 2 uncovered parking lots. The one on the right (FitzInn) may be cheaper.

## **Food and Other Items to be Brought by All Groups**

- ◆ Enough snacks and caffeine-free soda for your group for sharing with other groups on Friday night.
- ◆ Bread and filling to make enough sandwiches for 30 guests PLUS the number in your group (i.e., if you have 7 in your group, provide for 37). Suggested fillings include peanut butter and jelly or fluff, cold cuts, tuna fish, egg salad, and cheese. We will make the sandwiches on Saturday morning and there is a refrigerator available for ingredients which need to be kept cold overnight. If you are planning on egg salad, please bring the eggs already boiled.
- ◆ Cookies, brownies, granola bars or other individual dessert for 30 guests PLUS the number in your group (i.e., if you have 7 people, provide for 37). Hard boiled eggs and fruit which is easy to chew (oranges, bananas, grapes, but not apples) are also appreciated, but not required.
- ◆ Large bottles of juice or bottled water (about 2 gallons total for placing on tables)
- ◆ Juice boxes (optional) for handing out while doing street ministry
- ◆ 1 large size can of coffee
- ◆ 1 container of hot chocolate mix (the kind to which water is added---about the same size as a regular can of coffee)
- ◆ 1 package of extra-large (60 gal) garbage bags
- ◆ Approximately 50 hot cups and 50 cold cups
- ◆ 1 roll of paper towels, one sponge, dish soap
- ◆ 50 to 100 sandwich bags
- ◆ Plastic/paper/shopping bags for guests to carry away the clothes they receive
- ◆ Small pieces of felt, buttons, and other banner-making supplies.
- ◆ Clothing, etc. as listed on page 6.

## **Extra Items and Leadership Tasks**

*To be determined at the orientation sessions*

We would like one or two groups to volunteer to bring one of the following:

- ◆ *1 gallon of whole milk for coffee and one container of powdered creamer*
- ◆ *sugar in packets for coffee and imitation sugar in packets (about 150 each)*
- ◆ *Plastic gloves for food-making (50-100 pair)*
- ◆ *3' x 5' pieces of felt for banner making (1 for each group)*
- ◆ *4' dowels for banner making (1 for each group)*
- ◆ *50 oranges*

We would like volunteers for each of the following:

- ◆ *A person to check the sanctuary Saturday morning to be sure no personal belongings are left*
- ◆ *3 cleanup supervisors for Saturday*
- ◆ *1 group to stay about 15 minutes longer for final clean up on Saturday*
- ◆ *1 or 2 leaders to direct sandwich-makers/food preparations*
- ◆ *1 or 2 leaders to direct the sorting of clothing*
- ◆ *1 person to oversee setting up of tables on Saturday morning*
- ◆ *1 person to oversee preparation of backpacks for street outreach on Saturday*

## **Clothing and Other Items Needed from All Groups for Distribution to Guests**

*Please do not bring children's clothes, dress clothes, slippers, bathrobes, pajamas or out-of-season clothing. Think about what you would wear camping or hiking. Such comfortable, rugged clothing is just what is needed. Also, we will have about 4 times the number of male guests as female guests, so about 80% of what you bring should be for men or unisex. Large sizes (XL, XXL, and XXXL) are very much in demand, but all sizes are needed. Hooded sweatshirts and sweat pants in both very small sizes (a few for the women) and very large sizes are much appreciated.*

*IF POSSIBLE, PLEASE PRE-SORT CLOTHING AND MARK BAGS.*

Please bring:

- ◆ *All kinds of carrying cases such as backpacks, tote bags, fanny packs, small suitcases with wheels (used and in good condition)*
- ◆ *Toiletries such as bars of soap, shampoo, deodorant, hand and body lotion, chap stick, tooth paste, and shaving cream in small sizes, as well as tooth brushes and disposable razors, and tampons in small quantities for the 20% or so women*
- ◆ *New white socks (there can never be too many of these)*
- ◆ *New underwear (again, there can never be too many and be sure to bring 80% of the underwear for men)*
- ◆ *New white T-shirts for men*
- ◆ *Sleeping bags & blankets (clean and in good condition)*
- ◆ *USED CLOTHING, including:*
  - *Sweat shirts and sweat pants (especially hooded sweatshirts)*
  - *Nylon jackets and pants, ponchos, and raincoats*
  - *Sweaters*
  - *T-shirts*
  - *Long-sleeve shirts*
  - *Jeans, khakis and other casual pants (80% for men)*
  - *Waterproof boots, comfortable shoes, and sneakers*
  - *Hats, waterproof gloves, coats*
  - *Belts*

## CityReach Schedule 2009-10 sessions

### FRIDAY EVENING

- 7-7:30pm Arrive (having eaten dinner), unload and then park your car (Boston Common Garage is recommended unless vehicle is oversized), check in, make name tags, help those who come after you to unload, enjoy some snacks.
- 8:00 Program begins with a welcome, an ice breaker activity, and an overview of the program. Then you will begin to learn about homelessness from people who are homeless or who have been homeless, who will share their experiences with you.
- 9:30 Intentional, prayerful walk through Boston led by CityReach staff, people who are homeless or who have been homeless.
- 10:15 Meet at Brewer Fountain, learn about Ecclesia Ministries *common cathedral*.
- 10:30 Modified *common cathedral* service at Brewer Fountain.
- 10:45 Orientation to the sanctuary space; Get ready for bed
- 11:15 Lights out and silence in the sanctuary; on retreat (please monitor your group). Snacks and conversation downstairs in Sproat Hall for those who choose to stay up, assuming leaders will be present. **Everyone should be in bed by midnight.**

## **SATURDAY MORNING**

- 7:00 Wake up, take personal belongings out of the sanctuary and take bedding and other gear which you will not need during the day to your cars (drive out, then back in if using stickers). Other personal items should be kept on your person. Get breakfast at a fast food restaurant nearby and take a CityReach staff member with you.
- 8:15 Get ready for our guests. Sort and set up clothing for distribution, prepare food (make coffee, hot chocolate, sandwiches and bag snacks), fill backpacks for street outreach.
- 10-12:00 Offer clothing, conversation, fellowship and lunch to guests. Teams take turns going out around the city doing street outreach.

## **SATURDAY AFTERNOON**

- 12:00 - 1:00 Eat lunch, rest, and clean up.
- 1:00 – 2:00 Reflection upon the CityReach Experience and Next Steps
- 2:00 – 2:45 Banner-making and prayer-writing
- 2:45 - 3:15 Sharing of Banners, Prayer and Closing Ceremony
- 3:15 - 3:30 Final clean up and departure (We appreciate having all the groups stay for the entire session, including reflection, clean-up, etc. It is disruptive to have groups leave early, so please try to avoid this if at all possible. If your group absolutely has to leave early, please notify us in advance of CityReach)