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CityReach Program

Academic Year 2010-11 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 have experienced it, and may still be experiencing it. 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

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 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.

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 to 100, this often means we have to turn other people away. As such, we hope that once you register for CityReach, you will not cancel. The most successful groups require commitment from their members before sending in their registration. 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 refunded.

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 in the Church of St. Augustine & St. Martin) 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 finding us, our cell phone numbers are: The Rev. Steven Maki, 508-728-0569 or The Rev. Kathy McAdams 617-347-8582.

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 Safe Church / 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 in your congregation, 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 in advance 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, and that each group (or a leader of each group) volunteer to bring and/or do one of these.

Arrival & Parking: Arrive at St. Paul's Cathedral – 138 Tremont St - *between 7 and 7:30pm (new time last year)* on Friday evening, having eaten dinner. After unloading, turn Right on Boylston and Right on Charles, then right into the Boston Common Garage. Evenings and weekends the flat rate is \$11 (before going to bed Friday night, we will offer you discount tickets 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/juice for your group and 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 individually packaged 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.
- ◆ Gallon bottles of juice or 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 tub of hot chocolate mix (the kind to which water is added---about the same size as a regular can of coffee); not individual packets
- ◆ 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 that your group would like to use
- ◆ Clothing, etc. as listed on page 6.

Extra Items and Leadership Tasks

To be determined at the orientation sessions

We would like each group to volunteer to bring one of the following:

- ◆ *1 gallon of whole milk and one container of powdered creamer for coffee*
- ◆ *sugar in packets and imitation sugar in packets (about 150 each) for coffee*
- ◆ *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:

- ◆ *An adult to check the sanctuary Saturday morning to be sure no personal belongings are left*
- ◆ *3 adult cleanup supervisors for Saturday*
- ◆ *1 or 2 adults to direct sandwich-makers/food preparations*
- ◆ *1 or 2 adults to direct the sorting of clothing*
- ◆ *1 adult to oversee setting up of tables on Saturday morning*
- ◆ *1 adult to oversee preparation of backpacks for street outreach on Saturday*
- ◆ *1 group to stay till the bitter end (about 15 minutes longer) for final clean up 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)*
- ◆ *Travel-size toiletries such as soap, shampoo, deodorant, lotion, chap stick, toothpaste, 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 (please no aftershave or mouthwash containing alcohol).*
- ◆ *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

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, then 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 the CityReach staff (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.
- 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; buy tickets for Boston Common Garage
- 11:15 ***Lights out and silence in the sanctuary***; on retreat (please monitor your group in consideration of others). Snacks and conversation downstairs in Sproat Hall for those who choose to stay up, if their leaders agree to 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 discount tickets). Other personal items should be kept on your person (in pockets/back packs/belly bags). Get breakfast at a fast food restaurant nearby and take your guides from the night before (CityReach staff members) 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 for 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

(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 before your arrival.)

- 3:15 - 3:30 Final clean up and departure (one group stays to be sure everything is done).