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CityReach Program

Academic Year 2016-17 sessions

For High School age through adult

IMPORTANT INFORMATION - PLEASE READ!

CityReach gives young people and adults a chance to learn about homelessness from people who have experienced it, and may be still experiencing it. At CityReach you will also participate in our ministry with poor and homeless people by offering hospitality, food, and clothing to guests on Saturday morning inside the church and/or outside in downtown Boston as 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 program.

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 \$70 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.commoncathedral.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.

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. The most successful groups require financial 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 refund the entire fee if you notify us of the cancellation at least 30 days before the event.
- ◆ Cancellation within 30 days of the event will not be refunded.

Orientation

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

The orientation meetings will be via conference call. The dates and times are listed on the registration form. If you cannot attend the date and time listed for your CityReach session, please contact Rev. Laura Shatzer (laura@commoncathedral.org) to schedule an alternate time.

Expectations

Leaders and Permission Slips: We recommend one leader per five or six students, urging that clergy, parents and outreach leaders may all 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 / preventing abuse & sexual misconduct (youth) training, just as our staff has done.

Full Participation: We understand that due to other commitments and activities sometimes individuals need to arrive late or leave early. At the same time, we expect everyone to stay for the entire session, including reflection, clean-up, etc. It is disruptive to have individuals or groups leave early, so please try to avoid this if at all possible. ***If someone needs to leave early, please notify us before your arrival. If your whole group needs to leave early, please consider postponing to another session when you will be able to stay for the entire program.***

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 personal items. Bring personal supplies, a sleeping bag and a mat (because you will be sleeping on the floor), and a pillow. A small flashlight is also recommended. Do not bring iPods, hair dryers, or other gadgets that might be lost or cause a distraction. If youth 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.

Please label all of your items and pre-sort as much as possible (i.e. label as personal items, kitchen, clothing, toiletries AND label clothing by men's, women's, socks, etc.)

Extra Items: We ask that you look at the list of extra items needed provided in this packet, and that each group volunteer to bring one of these. We will assign these items during the orientation conference call.

Arrival & Parking: Arrive at the church between 7 and 7:30pm on Friday evening, having already eaten dinner. After unloading at:

Church on the Hill (140 Bowdoin Street), continue down Bowdoin Street to Cambridge Street, turn right and follow Cambridge as it curves several times and becomes Tremont. Turn right on Boylston and right on Charles, then right into the Boston Common Garage.

- Evenings and weekends the flat rate is \$9 (\$18 for the time you will be here). *On Friday night, we will offer you discount tickets for \$9 each; please have exact change to purchase 2 – one for Fri night, and one for Sat – total \$18.* This garage accommodates vehicles up to 6'3" tall.
- After parking, exit the garage at street level and you will be on Boston Common. Walk on Beacon Street toward the State House. Just past the State House, turn left on Bowdoin Street to return to Church on the Hill.

Cathedral Church of St. Paul (138 Tremont St.), continue down Tremont Street and turn right onto Boylston St. Then turn right onto Charles St., and right into the Boston Common Garage.

- Evenings and weekends the flat rate is \$9 (\$18 for the time you will be here). *On Friday night, we will offer you discount tickets for \$9 each; please have exact change to purchase 2 – one for Fri night, and one for Sat – total \$18.* This garage accommodates vehicles up to 6'3" tall.
- After parking, exit the garage at street level and you will be on Boston Common. Walk through the Common past Brewer Fountain and you will be back at the Cathedral.

After CityReach

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 – perhaps in an upcoming worship service or forum.

Moving Forward: Every community has poverty, even if it's not as visible as it is in downtown Boston. Look for ways to help in your own community.

Tell Us How You Were Inspired: We would love to hear from you after your City Reach experience. How did it impact your group? How were you inspired to help in your own community?

Invite us to Visit: *Common cathedral* staff members are available to preach in your church and/or to lead forums about homelessness, and to encourage your

congregation's involvement in our ministry. We will often bring one or two members of our community. We prefer that you make such preaching arrangements with us, rather than directly with CityReach staff.

CityReach staff are prohibited from asking you for money or other assistance. Ecclesia makes emergency funds available when appropriate.

Food and Other Items to be Brought by All Groups

- ◆ Enough snacks and *caffeine-free* soda/juice for sharing on Friday night (these do not need to be individually packaged).
- ◆ Bread and filling to make enough sandwiches for 4 times the number in your group, (i.e. if you have 10 in your group, bring enough for 40 people). 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 that need to be kept cold overnight. If you are planning on egg salad, please bring the eggs already boiled.
- ◆ Cookies, brownies, soft granola bars or other individually packaged snacks for 3 times the number in your group. Hard boiled eggs and fruit that is easy to chew (oranges, bananas, grapes, but not apples) are also appreciated.
- ◆ **Boxes of cereal for breakfast, one box/6 people in your group (new from previous years!). Individual packets of oatmeal are also welcomed.**
- ◆ **1 gallon of milk (1 or 2 percent) for cereal (new!)**
- ◆ Gallon bottles of juice or drink mix (about 2 gallons total)
- ◆ 1 large size can of coffee
- ◆ 1 tub of hot chocolate mix with NO marshmallows (the kind to which water is added---about the same size as a large can of coffee); not individual packets
- ◆ 1 package of extra-large (60 gal) garbage bags
- ◆ Approximately 100 hot cups + 100 cold cups
- ◆ 1 roll of paper towel, one sponge, dish soap
- ◆ 100 sandwich bags
- ◆ Plastic/paper/shopping bags for guests to carry away the clothes they receive
- ◆ Clothing, etc. as listed on page 7.

Extra Items and Leadership Areas

To be determined at the orientation sessions

Please volunteer to bring one of the following (numbers are for 65 people):

- ◆ *2 gallons of whole milk and one large container of powdered creamer for coffee*
- ◆ *10 lb sugar and imitation sugar (150) for coffee*
- ◆ *Plastic gloves for food-making (100 pair)*
- ◆ *50 oranges, bananas or other soft fruit for breakfast*
- ◆ *3 half-gallons soy and/or almond milk*
- ◆ *6 gallons orange or other juice for breakfast*
- ◆ *150 bowls and 150 spoons*
- ◆ *50-60 soft granola bars for morning snack*

Leadership Areas:

Each group will be assigned a focus area for the Saturday morning Time of Hospitality (i.e. kitchen, men's clothing, sanctuary). These will be designated at the orientation meetings.

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. Hooded sweatshirts and sweat pants 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, Chapstick, toothpaste, and shaving cream in small sizes, as well as tooth brushes and disposable razors, and tampons (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. All sizes, from small to XL needed.)*
- ◆ *Sleeping bags & blankets (clean and in good condition) note: the CityReach staff will use these on Friday evening. Please take care to pack and label these items so they are easy to separate when you arrive.*
- ◆ *USED CLOTHING, including:*
 - *Nylon jackets and pants, ponchos, and raincoats in Spring & Fall*
 - *Warm coats in Winter*
 - *Sweat shirts and sweat pants (especially hooded sweatshirts)*
 - *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 already 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.
- 9:15 Intentional, prayerful walk through Boston led by CityReach staff.
- 10:15 Meet at Brewer Fountain. Modified *common cathedral* service at Brewer Fountain.
- 10:30 Orientation to the sleeping area; Get ready for bed; Buy tickets for Boston Common Garage
- 11:00 ***Lights out and silence in the sleeping area;*** on retreat (please monitor your group in consideration of others). Snacks and conversation for those who choose to stay up, if their leaders agree to be present. ***Everyone should be in bed by 11:30pm. Leaders, out of respect for others, please keep your groups quiet overnight.***

SATURDAY MORNING

- 6:30 Wake up, pack personal belongings and carry to the curb (*drivers, exit garage using 1 white ticket; pick up belongings at the church; then return to the garage; use the 2nd white ticket to exit in the afternoon*). Any personal items that you'll need during the day should be kept on your person (in pockets/backpacks/belly bags; coats tied around waists).
- 7:30 Breakfast. While you're stowing your belongings, the CityReach staff will prepare for breakfast at 7:30. Please take advantage of this time to mingle and get to know each other.
- 8:00 Get ready for our guests: Sort and set up clothing for distribution, prepare food, fill backpacks for street outreach.
- 9-12:30 Time of Hospitality: 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 Large group reflection upon the CityReach experience
- 2:00 – 2:45 Small group reflections (by church group) on next steps; one representative from each group gathers for prayer writing.
- 2:45 - 3:00 Sharing of Next Steps, Prayer, and Closing Ceremony
- 3:00 - 3:15 Final clean up and departure (one group stays to be sure everything is done). Another group carries leftover clothing to nearby shelters (if it hasn't been picked up).