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## **CityReach Program**

### **Academic Year 2021 - 2022 sessions**

for Jr. & Senior High School age through adult

*"If you have come here to help me you are wasting your time, but if you have come because your liberation is bound up with mine, then let us work together."* --Lilla Watson

In light of the on-going pandemic, our 2021-22 program has been strategically modified. We made key changes to our Friday night schedule, the list of items to donate, our food distribution, and time spent indoors.

CityReach gives young people and adults a chance to learn about homelessness from people who have experienced it. At CityReach you will participate in our ministry with poor and homeless people by: learning from unhoused mentors, offering hospitality (including food and clothing) to guests on Saturday morning, and reflecting on your experiences.

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

### **Signing-Up for CityReach**

#### **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 information about our church and these programs, please see our website: [www.commoncathedral.org](http://www.commoncathedral.org).

## **Scholarship**

We do not want to exclude anyone from participation. If the CityReach fee is a hardship for individuals or for your congregation, please submit a written explanation of the situation and request a specific amount of scholarship assistance. We are happy to work with you.

## **Cancellations**

Once your registration form and fees are received, 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 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.

## **Preparing for CityReach**

### **Pre-CityReach Zoom Orientation**

Each group must have at least one representative present for a Zoom meeting that will be held a few weeks before the event. In this meeting, 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 dates and times for the Zoom Orientation are listed on the registration form. **Please note that this orientation is mandatory, even if your group has participated in CityReach before.** Every year, we make some changes to the program. This is a time to share your experience with newcomers to help them prepare.

### **Adult Leaders and Permission Slips**

One adult leader should attend per five high school age students that attend. If you are bringing 7<sup>th</sup> and 8<sup>th</sup> graders, we ask you to bring one leader per three students. Your leaders may include: clergy and youth ministers, parents, and lay leaders in your congregation. 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.

### **Full Participation**

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**

For Saturday, participants should wear warm, comfortable, weather-appropriate clothing. Be prepared for extended outdoor time, even in bad weather. There are no closets at the Saturday event. Your personal belongings will stay with you at all times. We recommend bringing a backpack to carry your personal items while inside and outside.

### **Phone and Photography Policy**

We require all cell phones be placed on silent and that all participants refrain from using the phone function for the duration of the program. We discourage photography during the program. However, if you do take a few photos to share with your community, please respect the privacy of the CityReach staff and Open House guests. This means asking permission prior to taking a photo and being careful not to catch anyone in the background. While this is not an issue many of us consider serious in this age of smartphones and social media, it can be a source of anxiety and a considerable threat to safety for some individuals.

### **Collecting and Organizing Donations**

On Saturday, we share food and clothing with our guests. We share what your group has collected and organized. Further in this packet is a detailed explanation of what clothing, items, and food you should bring. 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. We also hope that you will bring new socks, underwear, and bras – they are in high demand.

Label all of your items and pre-sort as much as possible (i.e. label as food, kitchen items, socks, shoes, toiletries, and clothing, AND label clothing by type – pants, t-shirts, coats, etc..) Your pre-sorted items will be delivered by someone on your team to the Cathedral Church of St. Paul before you arrive on Saturday.

## **Arriving at CityReach**

### **Arrival at Home Churches (Friday)**

In light of the pandemic, we are adapting the Friday night programming. It will be held at your separate home church. We will provide a schedule of activities for the evening to do with your group in preparation for being in-person on Saturday.

### **Donation Drop-off (Friday)**

Your donations must be delivered to the Cathedral Church of St. Paul before your group arrives on Saturday morning. Drop-off should arrive between 7 and 7:30pm on Friday evening. The Cathedral Church of St. Paul is located at: 138 Tremont St. Boston, MA. Drivers should not be people who will miss the important activities with the group - and should not include any youth who are attending. Our CityReach staff will be ready to greet you. Look for people wearing green vests – that’s us! Please have someone stay in the car while you are unloading, as police are known to give tickets.

### **Arrival & Parking (Saturday)**

Arrive at the Cathedral Church of St. Paul (138 Tremont St. Boston, MA 02111) between **7:00-7:20 AM**. We encourage those who are able to arrive via public transportation, exiting at the Park Street T-station. Otherwise, we suggest parking at the Boston Common Garage, 0 Charles St. We have vouchers costing \$9 for anyone who parks at the Boston Common Garage. This garage accommodates vehicles up to 6’3” tall.

## After CityReach

**Let Us Know How It Went:** After CityReach, we will send you an on-line program evaluation. Please use this evaluation so that we can more easily learn about your experience at CityReach: what worked, what didn't, and what we might consider changing.

**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. Let us know if you need help getting started.

**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. You should make these arrangements by contacting our office.

## Food and Other Items to Collect for CityReach

### Food Supplies for Friday:

- Supplies to create enough bag lunches for 4 times the number in your group (i.e. if you have 10 in your group, bring 40 bag lunches).
  - Bread and filling to make enough sandwiches for 4 times the number in your group. Suggested fillings include peanut butter and jelly or fluff, cold cuts, tuna fish, egg salad, and cheese. (These sandwiches will be prepared by your separate groups on Friday night)
  - Soft snack bars or granola bar (Nutri Grain bars)
  - Fruit (cuties, bananas, grapes, etc.) or fruit cups (applesauce, mandarin oranges, etc.)
  - Protein snack (hard boiled egg, string cheese, nuts, etc.)
  - Bonus Treat (chips, cookies, chocolate, etc.)
  - Small brown paper lunch bags (to be prepared by the separate groups on Friday night)
  - Enough sandwich bags for 4 times the number in your group (i.e. if you have 10 in your group, have 40 sandwich bags)
  
- Snacks for your group to enjoy together

### Food Supplies for Saturday:

*While there will be breakfast ready when you arrive Saturday morning, some of these items will supplement the following CityReach weekends.*

- ◇ 2 gallons of juice for breakfast
- ◇ 1 box of breakfast cereal per 4 people in your group (if you have 12 people, bring 3 boxes of cereal)
- ◇ 50-60 soft granola bars for morning snack
- ◇ 2 gallons of whole milk
- ◇ 1 half-gallon of non-dairy milk (almond, soy, rice milk)
- ◇ 1 large container of powdered creamer for coffee

- ◆ 1 large 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)
- ◇ 5 lb sugar
- ◆ Approximately 100 non-styrofoam hot cups
- ◆ Approximately 100 cold cups
- ◆ 1 roll of paper towels
- ◆ 1 box of large, sturdy (60 gal recommended) garbage bags
- ◆ Plastic gloves for food-making (100 pair)

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

Our guests attend the Open House to receive our hospitality and the necessary supplies to survive living outside. Imagine what you would need... What would you wear camping or hiking? What are you willing to carry for weeks at a time? A comfortable, rugged shirt is more important than a delicate blouse. Large sizes (XL, XXL, and XXXL) are in high demand, as they can be layered.

We sort our clothing by item type: pants, shirts, sweaters/sweatshirts, coats, and under clothing. We do not sort by gender. 80 percent of our guests identify as male and almost all of our guests want practical unisex clothing. **Please limit your women-specific clothing donations.** Having too much of what we *don't* need makes it hard to find what we *do* need.

DO collect clean, seasonally appropriate items.

DO collect women's underwear, bras in all sizes and styles, and men's underwear/boxer shorts. These are in high demand.

DO NOT bring children's clothes, dress clothes, slippers, bathrobes, pajamas or out-of-season clothing.

DO PRE-SORT CLOTHING and MARK BAGS BY CLOTHING TYPE (e.g. pants, shirts, coats, etc.)

### Items to Deliver on Friday Evening:

- ◆ USED CLOTHING, including:
  - Warm coats in Winter
  - Nylon jackets, ponchos, and raincoats for the Spring & Fall
  - Sweatshirts and sweatpants (especially hooded sweatshirts)
  - Sweaters
  - T-shirts
  - Long-sleeve shirts



- Jeans, khakis and other casual pants
  - Waterproof boots, comfortable shoes, and sneakers
  - Hats, waterproof gloves, scarves
  - Belts
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- ◆ All kinds of carrying cases such as backpacks, tote bags, fanny packs, small suitcases with wheels
  - ◆ Travel-size toiletries such as soap, shampoo, deodorant, lotion, chapstick, toothpaste, and shaving cream in small sizes. Toothbrushes, disposable razors, and tampons. We cannot share aftershave or mouthwash containing alcohol.
  - ◆ New white socks (there can never be too many of these)
  - ◆ New underwear for both men and women, and bras (again, there can never be too many. All sizes, from small to XL needed.)
  - ◆ Sleeping bags & blankets (clean and in good condition)

# CityReach Schedule

## FRIDAY EVENING

- 7-7:30pm 1 -2 drivers (no youth!) arrive to drop-off your donations to **138 Tremont Street Boston, MA 02111**. Look for the volunteers in the green vests, that's us!
- 7- 8:00pm Gather your group together. Once settled, begin to make bag lunches (4x per person in your group). Think about nutrition, what you would want in a bag lunch, what feels like a treat, what wouldn't you want.  
When completed, bag lunches should contain 5 items (sandwich, fruit item, soft granola bar, protein item, and a treat) and be labeled according to the sandwich inside each lunch sack.
- 8:00 Our virtual component of the program begins with a welcome and introductory video, 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).
- 9:15 Intentional walk outdoors. Spend 30-45 minutes outside answering these questions:  
*What is the weather like?*  
*What clothes are you wearing?*  
*What do you wish you were wearing?*  
*What is the amount of light in your neighborhood?*  
*Look around, where would you go to the bathroom?*  
*Where could you sleep safely?*
- 10:00 Meet back together inside and share your reflections with the CityReach staff virtually. In what ways did your experience connect with the stories of those you heard from on Zoom?
- 10:30-11pm Closing & see you soon! Assign roles for closing - including prayer over the bag lunches.

## SATURDAY MORNING

- 6:00 Wake up, pack personal belongings and head to **138 Tremont Street Boston, MA 02111**. 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 - 7:30 Arrive at CityReach. Have warm drinks and enjoy breakfast with one another. Spend some time to mingle and settle into the space. You should recognize one another from the Zoom call!
- 7:30 Orientation to the Open House
- 8 - 9:00 Get ready for our guests: sort and set up clothing for distribution, prepare food and drink, prepare to welcome guests.
- 9 - 12 Time of Hospitality: Offer clothing, conversation, fellowship and snacks with our guests. Teams take turns going out around downtown Boston with our CityReach Staff. We eat lunch in two shifts from 11 – 12 outside.

## SATURDAY AFTERNOON

- 12 – 12:45 Clean up and deliver extra clothing and supplies.
- 12:45 – 1:30 Group reflection upon the CityReach experience.
- 1:30 – 2:00 Closing worship and blessings outside.
- 2:00 – 2:15 Final clean up, good-byes, and departure.

**Thank you for being part of CityReach!** We believe that we can change the world through building relationships: reaching out across our differences to learn from each other and to remember our shared humanity. We look forward to getting to know you and to growing together.

