

## **BAG LUNCH MAKERS!**

- **Arrival Time:** You are free to meet anywhere to make lunches. The church is available if you need a location. Just come the night before the day you signed up for lunch - *we recommend 7:00 the night before* - that way, another group will be cleaning up and you will be able to get in! Please let me know if you need transportation for the lunches, and I can find a way to get the lunches to the church.
- **Most groups are providing their own lunch supplies. Let me know in advance if you need them and I'll purchase it.**
- **Contents of Lunches.** Lunches should consist of a sandwiches, chips, fruit, drink, and dessert.
- **How to bag lunches.** Each lunch bag can be put in an individual lunch bag. Then put them in a refrigerator that is not full (this may be difficult - you may need to use the old kitchen next to the Rowe Room!) The lunch bags need to be put into grocery sacks – 1 per family, and label the grocery sack.

## **PEOPLE PREPARING MEALS (Dinners)**

- **Arrival Time** – Dinner is to be served at 5:30. If you are preparing dinner, ***! would strongly suggest that you arrive at 4:30pm or earlier*** - this will give you time to prepare your food, cut it into portions, prepare the drinks, and prepare the tables. During the week, the church will still be open at 4pm. I can let you in - just let me know what time.
- **Table Setup-** On Saturday night the 27th, tables will need to be set up and they can stay up for the rest of the week.
- **Main Food** – Each group is responsible for providing food, unless you've let me know otherwise.
- **Other food/snacks** - We are purchasing some snack food for you to put out for our guests.
- **Plates/Bowls/Cups/Spoons/Knives/Forks/Napkins** - all of these will be purchased, and will be in boxes in the kitchen, labeled CARITAS. They are all disposable, so you don't have to worry about washing them. The bowls are labeled "CARITAS - breakfast bowls", but I'm sure if you need these bowls you can use them. There are also small 6-inch plates if you need them, also labeled.
- **Drinks** - We have large concentrated tea bags - the type that you can boil in a pot, add ice and water to taste, and put into the large drink containers that we usually use for FFT. CARITAS says that lemonade is favored over hot cocoa, even on cold nights.
- **Coffee** - many adults may want coffee. There are instructions in the kitchen, and coffee and filters. PLEASE SET UP THE COFFEE POT FOR THE BREAKFAST FOLKS!
- **Clean up** - after dinner, make certain to clean up what you made in the kitchen
- **Set up** – please set up the dry goods for breakfast.
- **Please stay until** at least one of the night volunteers have arrived, so that you can let them in!
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- **Let me know** if we are running short on supplies and milk, OJ, etc!

## PEOPLE STAYING OVERNIGHT

- **Arrival Time.** We are recommending that you arrive **at least by 8:30PM.** 7:30PM would be better, because it would allow the folks cleaning up after dinner to leave earlier – let me know if you will be later and need to be let in.
- **Locking/Unlocking** - There will be a key in the kitchen - one is a master key to the church, and one is the shower key in the Carson building. Lock up at night, and before you leave, make sure that you leave the key in the kitchen for the next volunteers!!
- **What to bring.** Make sure to bring a sleeping bag, pillow, blanket, (or whatever makes you feel comfortable sleeping) and an alarm clock. You can sleep wherever you want in the main church building. We have a cot for you to sleep on now.
- **Make sure that the CARITAS volunteer knows where you are** sleeping and your cell phone number, in case he/she needs to contact you.
- **Check on inventory.** It is possible that we will be running low on milk for the next day's breakfast, for example. If so, please go to the store and buy milk.
- **When to wake up.** Set your alarm for 5:00. If someone is signed up for breakfast the next day, you will need to let them in. Breakfast starts at 5:30. If no one is signed up for breakfast that morning, start breakfast (see next section). **PLUG IN THE COFFEE POT!**
- **Please let me know your cell number in advance, so that I can let your breakfast person have it.**

## BREAKFAST VOLUNTEERS

- **Arrival Time.** If you are not staying overnight, arrive at 5:15 AM. Someone who is staying overnight will let you into the church.
- **Breakfast Preparation** - Make coffee (important for our adult guests) - there is coffee, filters, and instructions for how to make it on the wall. We have continental breakfast etc. in the refrigerator, which should be labeled "CARITAS breakfast". We have cereal, which is currently in a box under a table in the kitchen, labeled "CARITAS breakfast -cereal." We have plastic bowls labeled "CARITAS-breakfast bowls" and small plastic 6-inch plates you can use. We are also buying lots of frozen orange juice concentrate today, and will put that in the freezer. Make orange juice, and make certain that there is plenty of water in one of the big drink containers. Make certain to have milk available. Hopefully, there is enough milk from the night before. Provide a self-serve breakfast consisting of rolls, bagels, muffins, a boiled egg, fruit or cereal with coffee, milk, juice and/or cocoa. Some volunteers enjoy fixing hot breakfasts for their guests. This is very much appreciated, but please allow for the extra preparation time. Some groups are providing muffins or other special extras. Look for them. Boiled eggs are a big fav, so if you have spare time make some and bring them in!
- **Help CARITAS Staff with Lunches.** There will be lunches, made the day before, which will need to be loaded into the van.
- **Clean up.** Self explanatory.
- **Let me know if inventory is running low!** Chances are, it will, so please call me and let me know.
- **Locking/Unlocking** - There will be a key in the kitchen - one is a master key to the church, and one is the shower key in the Carson building. **Lock up at night, and before you leave, make sure that you leave the key in the kitchen for the next volunteers!!**

### **LAUNDRY VOLUNTEERS**

- I will ask the folks to get their laundry together in bags Tuesday night by 8. Come by and pick up a bag, and return it Wednesday before 8 p.m. Please let anyone you can think of know; it's got to be tough to have to carry your clothes from place to place in a tote, and not have any way to wash them.

### **SETUP VOLUNTEERS**

- **CARITAS Van Arrival Time** - Saturday October 27, 8:00. (they ask that we allow 1/2 hour on either side of this time, so please show up at 7:30.) **THIS TIME IS NOT YET SET IN STONE.**
- **What we will do** - Unload everything from the CARITAS van, set up the Carson building, and get supplies (towels, etc.) from the pod to put in the Carson building.

### **CLEANUP VOLUNTEERS**

- **CARITAS Arrival Time** - Saturday, November 3rd, 9:00. (they ask that we allow 1/2 hour on either side of this time, so please show up at 8:30.) **THIS TIME IS NOT YET SET IN STONE.**
  - **What we will do** - Load everything into the CARITAS van, clean up the Carson building, and general post-CARITAS clean up.

### **OTHER VOLUNTEERS**

- Please feel free to help whenever you would like. If you would like to come during the week, feel free to come by around dinner time, and bring board games, or a video.

### **TOILETRIES:**

- Fill zip-lock bags with soap, shampoo, deodorant, shaving cream, razors, toothpaste, toothbrush, washcloth, etc. If you shelter both men and women, don't forget to make some kits for women (and remember to include sanitary napkins). About one third of your guests will be women. Also, make a few extras for new guests coming later in the week. This is an excellent project for the teens or children of your congregation or for a nearby congregation too small to provide shelter.

### **IMPORTANT NOTES**

- See the Caritas document.
- If you receive a request from a guest, please let the CARITAS staff member know. They are only our guests for a week, so if they have a need, the CARITAS staff needs to know this.
- Before you give something to a guest, ask the CARITAS staff member first.
- Pray for these folks!

