

Trinity Lutheran Church

2103 Route 6, Brewster, NY 10509

Church Office: 845-279-5181

trinlutheranoffice@yahoo.com

Trinity participates in the Brewster Cares shelter program providing a sleeping site for homeless in Putnam County one week each month during the winter season. The other weeks, the sleeping site is at St Lawrence O'Toole Roman Catholic Church. Brewster Cares also provides a warming center during the day.

Brewster Cares

www.Brewstercaresny.org

Nandi Duperval - Executive Director

brewstercares@gmail.com

(845) 279-6146 #1

Warming Center

577 N. Main St, Brewster

Hours: 6:30AM – 2:30PM (Dec – March)

Shelter Dates: December 1, 2024 – March 23, 2025

Sleeping Locations:

St Lawrence O'Toole Roman Catholic Church

Trinity Lutheran Church

Trinity Dates:	December Mon. 12/16 thru Sun. 12/22/2024
	January Mon. 1/20/2025 thru Sun 1/26/2025
	February Mon. 2/17 thru Sun. 2/23/2025
	March Mon. 3/17 thru Sun. 3/23/2025

Please consider volunteering utilizing the following Sign Up Genius Links:

<https://www.signupgenius.com/go/10C0A4CA9AD23AAFEC70-52483578-volunteers>
(St Lawrence O Toole)

<https://www.signupgenius.com/go/10C0A4CA9AD23AAFEC70-52896253-volunteers>
(Trinity)

Positions that need to be covered each night at Trinity are:

- Overnight Host
- Cook: Provide and deliver dinner
- Servers for dinner (two needed)
- Greeter

Descriptions for each position follow:

Overnight Host

Arrive at 8:30

Introduce yourself to greeter and overnight supervisor.

Help with the serving of the meal if needed.

Sleep on the overnight host cot located in the corner behind divider. Bring a sleeping bag or blankets.

In the morning, help the overnight supervisor make coffee and put out items for a light breakfast which may include juice, breakfast bars, granola bars, left over cake, bread, fruit for each person and hard-boiled eggs.

Make sure the coffee pot is cleaned, and the counters are cleaned and the garbage is taken out.

The guests get up at 5 AM and leave by cab at about 6 AM.

Cook: Provide and cook dinner for up to 20 guests (you will be given an estimated number to plan for). Arrive at Trinity with warm food by 8:15PM.

Meal Servers

Arrives at 8:15 PM.

When the cook arrives with the meal, the servers divide the meal into individual metal containers. Then they cover the containers and put them into oven so they stay warm.

Prepare enough servings for the estimated number of meals.

The containers will be in the kitchen in the upper corner cabinet.

If salad is provided – divide salad onto small paper plates and put on serving table.

Put out bread on serving table.

Put out hot sauce, butter and salad dressing on serving table.

Put juice and water and cups on the serving table.

Make sure packets of plastic knife, fork and spoon are on serving table as well as napkins.

When guests arrive at about 9 PM. (they will arrive by cab, sometimes in a few shifts)

The guests will set up their cot and sleeping bag and then sit at the table. As they sit down the server brings them their meal and drinks.

If dessert is provided serve it to the guests.

After the guests have had their meals, leftover meals can go in the refrigerator.

Please clean the counters and serving table and any utensils used.

Greeter:

The Greeter will typically meet the guests at the door and help everyone find their cot and sleeping bag when needed. This is particularly important the first night of our week. You want to be sure each person has a cot assigned to them with their name tag on it. Each person is given a clean sleeping bag each week. If there is a guest who hasn't been here before, you need to be sure they are assigned a cot, sleeping bag and health kit. Then help the guests as needed.

This function has the title of "Greeter" because they greet the guests when they arrive. It's a plus if you can greet them by name. But there are other things to be done before the guests arrive. You are the primary liaison between Brewster Cares and Trinity. For the guests, you are the "go to" person if they have any needs. This frees up the cook and servers so they can focus on preparing and serving the food.

Things to check on before the guests arrive:

Arrive at 8:PM and be sure the front door to the room where people sleep (Fellowship Hall) is unlocked.

Be sure the restrooms have enough paper towels and toilet paper, and be sure the toilets flush OK.

Check to be sure that the doors at the end of the hallway where the restrooms are located are closed.

Set the heat up on the thermostat if needed (70°F).

When the cook arrives, have them put the food in the kitchen. Assist if needed.

Check with the servers to see if you need to get any supplies from the storage room.

Check to be sure tables and chairs are properly set up.

If there is any need, communicate with the Overnight Supervisor and/or Operations Manager.

Assist cook and dinner servers if needed.

When guests arrive:

When the guests arrive (approximately 9:PM via taxi cab), greet them at the door and assist them with finding their cots and sleeping bags, etc. as needed.

Be sure all cots and sleeping bags have tags with the guests name.

If a guest arrives who has not been at Trinity before, assign them a cot, sleeping bag and health kit (toiletries).

Assist guests in setting up their cots if needed.

Do a head count of guests and make a list of names (first names only) to be passed onto the next night.

Coordinate with the Overnight Supervisor when they arrive.

Report any incidents to Pastor Jen (Pastor Jennifer Boyd, revjedyer@yahoo.com).