

**Springfield Action Team
Service Bulletin**

SERVING A MEAL AT THE SALVATION ARMY SHELTER

What is Involved:

A complete meal is typically prepared and delivered to the shelter by Cherry Hills volunteers who serve regularly at the Shelter. The meal must be served to the residents. Groups have the option of preparing their own meal.

Who is being served:

Men and women residents of the shelter. Up to 40 residents are served.

Location: 530 N. 6th Street. Building is on the south east corner of 6th and Carpenter. Park in the lot on the east side of the building. The entrance to the lot is off Carpenter Street.

When:

3rd Wednesday of every month. Preparation begins at 5:30 and dinner is served at 6:00 pm. Allow additional time if you are preparing the meal or picking up an already prepared meal at the church. Other days and times may be available upon request.

Typical Volunteer Time Commitment: 2 Hours

Number of Volunteers Required: 4 to 5 adults to serve the meal, with additional volunteers for drinks, dessert, and fellowship.

Children Serving: Children 12 and older may serve as long as they are helpful and do not distract their parents from serving. Children must be supervised at all times.

Service Instructions:

1. The group should select one individual to coordinate the meal service.
2. The group coordinator should contact Marcy Rayot at 691-4453 two weeks prior to service to let her know how many volunteers are participating and determine if there are any special instructions. See instruction on the second page if the group would like to prepare the meal.
3. Volunteers meet at the single glass door on the east side of the shelter building to the left of what appears to be a loading dock. The door will be locked. Call Marcy at 691-4453 or knock on the door to gain entry.
4. Marcy Rayot or someone with regular meal serving experience will direct volunteers.
5. The shelter residents will be let into the dining room at 6:00pm and will line up at the serving window.
6. Select someone to SAY A PRAYER OF THANKS FOR THE FOOD when a majority of the residents have assembled. Keep it short and simple.
7. Once you are done with the initial service, feel free to eat dinner with the residents in the dining room. You are not obligated to eat, but don't feel you are taking the resident's food if you do.
8. After some minor clean up, volunteers are free to go.

Interacting with the Residents

1. Have some interaction with the residents. Make sure you are friendly and don't hide in the kitchen. Don't all stand in one pack in the dining room either.
2. Not all shelter residents will be in a good mood. Sometimes individuals would like to eat without being disturbed. Pay attention to cues to determine how engaging you should be with a particular individual.
3. We are there to serve dinner, not evangelize. However if someone asks why you are serving, tell them...
4. *Serve in a humble manner. Do not judge the circumstances or behavior of the residents.*

If your group would like to prepare the meal...

1. Notify Marcy Rayot when the group coordinator calls her two weeks before the scheduled service. She will provide information regarding what to serve and how much to prepare.
2. The shelter kitchen is available to prepare the meal, but check with Marcy regarding kitchen limitations.
3. The shelter owns a charcoal grill that can be used. Please be sure to bring charcoal, lighter fluid, etc.