

CHAPEL ON THE GREEN

Volunteer Group Guide

Questions? Contact the Trinity Outreach Coordinator
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Mission

Chapel on the Green's mission is to be a welcoming, worshipping community of both those who live on the street and those who have houses. We strive to be a community as opposed to a charity, recognizing that each of us is a child of God: we all have dignity, and we all have something to give and to receive. Thus the lines are blurred between volunteers and patrons, 'haves' and have-nots.' In this spirit, we ask visitors to come with a willingness to get to know our members, serve alongside them, and even be served by them. This can sometimes be uncomfortable or awkward, but we believe it's worth it.

Schedule

1:30pm – Arrive; leave food in cars or unload inside church depending on the weather
1:45pm – Huddle to go over volunteer roles during the worship service
2:00pm – Worship Service
2:30pm – Service ends; volunteers set up tables where the food will be served; people begin to line up for food
3:15pm – Food service wraps up; optional debrief with volunteers

Arrival

Please arrive by 1:30pm. In good weather, the worship service and meal takes place on the New Haven Green behind Trinity Church, 230 Temple Street. In the case of rain or snow, we host CotG in front of the church on the corner of Chapel and Temple. In *rare cases* when it is deemed unsafe to be outside, we host CotG in the front entryway or “narthex” of the church – we try to keep things as close to the outdoors as possible, as it is important for us to stay connected with our context on the Green and remain accessible to people who live on the streets.

Parking – In most cases, you'll be able to park in front of the church. If for any reason parking is unavailable, street parking is also free on Sundays. In hot weather, we will unload most items into the church; if it is cool, we will leave them in the vehicles. Everything will be unloaded and

set up *after* the worship service and right before we serve the meal. After a quick orientation, we'll finish setting up for the service and then get started.

Service

The service begins at 2:00pm and lasts for 20-30 minutes. Visitors are encouraged to spread out and mingle with our members. We alternate each week between Eucharist and Healing services. Visiting clergy ordained within the Anglican communion are invited to preside over the Eucharist, and there are many other ministry opportunities for clergy and laypeople alike: giving the Gospel reflection message, handing out bulletins, leading musical worship, and praying for our members, to name a few. Trinity's rector or associate rector will be present at the service, to lead and assist as needed.

Food

The number of people we serve depends on the time of the month due to when food stamps and other benefits are issued. At the beginning of the month, plan for approximately 120 people. Towards the end of the month, plan for 150 people. We want to have enough for every guest, and some people count on seconds.

A Typical Meal at CotG

- Sandwiches – We give guests the option between a meat & cheese or a peanut butter & jelly sandwich. Meat sandwiches are the most popular, and many groups make at least two kinds (such as ham, turkey, egg salad, tuna, bologna, etc.). An example of a typical proportion is 30 peanut butter & jelly, 50 tuna, and 50 turkey (numbers vary depending on the day of the month). Lettuce is optional but definitely appreciated, as are mayo and/or mustard. These should be assembled beforehand.
- Soft Fruit, e.g. banana, orange, grapes, applesauce (hard fruit like apples are too difficult for our friends with teeth problems)
- Snacks, e.g. granola bar, bag of chips, crackers, trail mix, jerky, cheese sticks, baby carrots and peanut butter
- Dessert, e.g. individual cookie, brownie, or pastry
- Bottles of Water – note that CotG staff always provides coffee, and sometimes iced tea or juice as well, though we do ask that you bring plenty of bottled water.

Hot Meals

Some groups like to offer something special, beyond the usual snacks and sandwiches – such as baked ziti, soup, pasta salad, steamed hot dogs, etc. Let us know in advance if you are planning something special, so we can be in touch about supplies and details. Here's a few ideas:

- Fruit Salad is a great option, especially in the summer. Bring in a large container and serve into to-go bowls as people move through the line. Similarly, potato salad and pasta salad are also good summer options.
- Soup is very popular in the fall and winter, and is the easiest warm item to prepare and transport safely. We recommend making two 5-gallon containers full of soup. Insulated beverage containers work surprisingly well for holding soup, when served from the lid in the top with a ladle. We have two of these containers to lend out to groups as needed, though we ask that you clean them after use. Serve in to-go bowls as people move through the line.
- Baked Ziti, Hot Dogs, Turkey Dinners – we recommend these options only for special events, as they usually require your group to come prepared with special equipment (heating trays, see below). Please know that you are responsible for adhering to the health codes of the City of New Haven, for the benefit of those we serve, if you choose to go this route

Supplies for Hot Meals		
		
<p>5-gallon insulated beverage containers like this are great for storing heated soup</p>	<p>If you plan on bringing soup or fruit salad, we ask that you please bring your own to-go soup containers – like this one! (Lid optional) Don't forget spoons.</p>	<p>Insulated warming containers for aluminum trays, like this one, are essential if you are planning a more complicated hot meal – be in contact with the Coordinator with your specific plans for serving.</p>

Serving

We'll serve the lunches buffet-style, so there's no need to pre-pack the lunches into bags. As each guest comes through the line with their bag, they'll choose what they would like. Trinity will provide the bags. Our system of handing out bags also helps us determine who is coming through for seconds, and who is a "first timer."

Wrap-Up

After all have gone through the line or we've run out of food—usually by 3:15—we start cleaning up. Volunteer groups have the option of gathering for a short debrief time together. Groups generally leave the church by 3:30, if not earlier.

Above & Beyond

Want to do something extra to bless our community? Contact the Trinity Outreach Coordinator (cotg@trinitynewhaven.org) *in advance* to discuss making a small in-kind donation, such as socks, gloves, or toiletries. Please keep in mind that there should be enough for every person we serve (approx. 120-150). We do not accept larger clothing donations March through October. We will accept donations of clothing, shoes or blankets on a limited basis November through February. You must contact the Trinity Outreach Coordinator before making plans for that kind of donation.

Music is a great way to minister to our community, as are poetry and spoken word. Churches have involved their Sunday school classes by writing encouraging notes and cards which are then given out with the lunches. During warmer weather, we also enjoy yard games on the Green. We welcome your ideas!

Chapel on the Green Photo Policy

At Chapel on the Green we strive to be a community of consent – and we also recognize that photos are an important way of sharing the work that we do, and connecting with one another. Some people in our community enjoy having their photo taken, while it is uncomfortable or unsafe for others. Please adhere to the following guidelines when taking photos at Chapel on the Green:

- **Photos of staff & volunteers** – Staff and volunteer participation at Chapel on the Green is considered tacit consent to have your photo taken. We regularly take photos of our staff and volunteers to share and build up support for our program – and you can too! If a group or volunteer has more specific photo preferences, please notify the Chapel on the Green Coordinator (cotg@trinitynewhaven.org) so we can respect your wishes.
- **Photos of our guests**
 - From a distance – photos taken from a distance or from behind are okay. In the event that someone notices you taking a photo and asks that you delete it, do this immediately and assure them that you will not take any more photos with them in it.

- Up close – ask for permission before taking any photo in which someone’s face is clearly recognizable. Please say whether the photos you take might be shared on social media.
- Special Events – On rare occasions or special events when we have a dedicated photographer, a sign will be posted.