

LEVELS OF VOLUNTEERING AT SANKTUS WELFARE PROJECT

1. Weekly Club (2pm service)

Ideally each team requires **3 volunteers** to be on duty each afternoon if it is to work effectively. Soup, sandwiches, biscuits, fruit and tea and coffee are given out to our guests for their consumption in our community halls.

We also use this time to catch up with our guests, see how they are and refer those who need additional support and advice to the welfare coordinator.

The following tasks are undertaken:

- Requires a commitment from **12.30pm to 3.30pm**.
- Preparation of sandwiches if required.
- Boiling water and making tea.
- Laying out of tables, chairs, cups, sugar, spoons etc.
- Opening the door and welcoming our guests at 2.00pm.
- Giving out cups of tea, sandwiches, biscuits and other items that we receive from time to time.
- Listening and talking to our guests. Although we encourage this interaction we appreciate that some volunteers would rather work 'behind the scenes'.
- Say goodbye to our guests at 3.00pm and close the outside door.
- Wash-up and clean up. Emptying the rubbish bag in the kitchen and the recycling container. All tables and chairs to be wiped, stacked and put away. Sweeping and mopping the floor in the kitchen, hall, and foyer areas.
- Each session has a Team Leader who is responsible for filling out the Logbook. Also to ensure that our guests have left the premises, to check toilets, lock windows and doors and to return keys to the Parish House.

2. Sunday Club (3pm service) including showers and clothes:

The Sunday Clubs provide food, showers, clothes and a welcome to our guests every Sunday. There are five Sunday Club teams of volunteers to cover each Sunday of the month.

Ideally we need a **minimum of 7 volunteers** to be on duty **every Sunday including 2 volunteers to oversee the clothes store and shower room**.

However, a hot three-course meal is cooked and provided on the third Sunday of each month and for this we need a minimum of 12 volunteers.

For all Sundays we requires a time commitment from **12.00pm to 4.30pm**.

Help is needed to undertake the following tasks:~

- Kitchen work depending on the Sunday can include preparing meat, vegetables, soup, and desert.
- Preparation of soup & or sandwiches.
- Making tea and coffee.
- Setting out the tables and chairs in the hall.
- Putting sugar, salt, pepper and cutlery on the tables.
- Welcoming our guests when we open at 3.00pm.
- Serving the meal or the soup and sandwiches at tables.
- Serving the desert at the tables.
- Arranging for our guests to have showers if they request it.
- Filling orders for clothes and toiletries.
- Listening and talking to our guests. Although we encourage this interaction we appreciate that some volunteers would rather work 'behind the scenes'.
- Saying goodbye to our guests at 4.00pm and closing the outside door.
- All tables and chairs need to be wiped, stacked and put away. Sweeping and mopping the floor in the kitchen, hall, and foyer areas.
- Cleaning and mopping showers and toilets.
- It is the job of the Team Leader to fill out the Logbook. Also to ensure that our guests have left the premises, to lock windows and doors and to return keys to the Parish House.

3. Preparation of Sandwiches at home

The numbers of guests using our facilities each week are +500.

This requires a lot of preparation of sandwiches! We appreciate that for some it is not possible to take part in the Weekly or Sunday Club. However your contribution of making sandwiches is invaluable and essential for the smooth running of the project. The sandwiches you prepare need to be left in to the Parish house either on the evening before or the morning of the club. Example: If you tick the box **Tuesday** it means that you are taking on a commitment to make sandwiches to be used on Tuesday. This requires that you leave the prepared sandwiches to the Parish house either on Monday evening or Tuesday morning. Please submit receipts for items purchased and the amount will be reimbursed. Plastic sandwich bags are available for collection at the Parish house.

4. Cold Weather Shelter Project

The Cold Weather Shelter Project takes place each year from the **beginning of January to the end of following March**. It is part of the Camden Cold Weather Shelter project. Our commitment to the project is on a Tuesday evening to Wednesday morning. During this period **14** guests come for an evening meal on a Tuesday evening, sleep that night in the centre and depart after breakfast on Wednesday morning. There are **three** ways to volunteer for this project.

A. Tuesday evening shift.

- From 6.30pm to approximately 9.30pm. On arrival report to the Cold Weather Shelter Coordinator – James Green.
- The volunteering will include:
 - Preparation of food.
 - Serving of food.
 - Preparation of bedding.
 - Listening and talking to our guests.

- Arranging with the Team Leader to organise activities for our guests.

B. Tuesday night shift.

- Two volunteers are required to supervise our guests during the night.
- This shift begins at 9.30pm and finishes when the morning shift begins at 7.00am.

C. Wednesday morning shift.

- This shift begins at 7.00am and finishes when our guests leave at 9.00am approximately.
- The volunteering will include:
 - Preparation of food.
 - Serving breakfast
 - Tidying the mattresses and storing them.
 - Putting linen into canvas bags for laundry.
 - Tidying halls and washing floors/toilets/shower rooms.
 - Listening and talking to our guests.

5. The Tuesday Pensioners Club

The Tuesday Club is a large gathering of people over 50 years. They meet each Tuesday morning from **10.30am to 1.00pm**. Presently the group meets to play bingo and age well activities. The commitment for volunteering is as follows:

- Requires a commitment from **10.00am to 1.30pm**.
- Preparation of the room where the activity takes place i.e. bingo.
- Preparing tea, scones, and biscuits for the tea break.
- Socialising with our guests.
- Supporting our cook to prepare the meal.
- Serving the meal and desert.
- Washing up.
- Putting away tables and chairs and cleaning the hall.
- We are keen to hear from people with skills or qualifications in activities that might interest our group including crafts and keep fit, music, reminiscence and Irish interests.

SKILLS AND EXPERIENCE REQUIRED TO UNDERTAKE VOLUNTEER WORK AT SANKTUS

- General good health and stamina;
- Ability to take direction;
- A team player;
- A good listener who is non judgemental and caring of people who sometimes struggle with life's challenges;
- An understanding of the Christian ethos of our organisation.

IMPORTANT:

PLEASE NOTE OUR PRIORITY IS TO SAFEGUARD THE VULNERABLE PEOPLE WE WORK WITH; ALL VOLUNTEERS WILL BE EXPECTED TO SUBMIT TO CRB CHECKS BEFORE WORKING AS A VOLUNTEER AT SANKTUS

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DECEMBER 09

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