

## **ST. PAUL'S SHELTER INSTRUCTION SHEET**

**Thank you** for supporting the Emergency Men's Shelter at St. Paul's. If you would like to learn more about the program, attached is a link to the CDC's website: <http://www.stpaulscdcnj.org/program.php?name=shelter>

Your group is responsible for planning, purchasing, preparing and serving the meal. Popular meals have been chilies, stews and pasta with meat. Anything your group decides on will be most welcome. Some markets will donate food for this cause - **please ask**. You may submit your receipts to the church office for reimbursement (please try to stay within the \$200 budget) or utilize the cost as a charitable contribution. Attached are some successful recipes used in the past if you are in need of some ideas.

Please include with the meal a salad, fruit (if possible), and dessert. The shelter provides the beverages. In addition, include in your shopping list provisions for breakfast such as two large boxes of cold cereal or oatmeal plus 2 gallons of milk. Another option for breakfast are free leftover bagels (most bagel places will give them to you if you tell them they are for a shelter, you pick them up at the end of the day). You will need to provide the butter and cream cheese substituting orange juice for the milk.

If you are unable to prepare a meal, **Wilkes Deli**, located 283 E Glen Ave, (201) 652-6232 will happily prepare a meal for your group to serve. Please contact Kurt (owner) or Joe (manager) by **MONDAY**. Let them know you are with St. Elizabeth's Church and you are placing an order for a meal for the Men's Shelter at St. Paul's. Please provide a headcount, review the menu and budget. Wilkes will have a hot meal ready for pick-up by 5:30pm Wednesday. (**Note: You will need to pick up the required breakfast items and dessert beforehand**). Submit the invoice from Wilkes to St. Elizabeth's for payment (you do not need to pay at pick-up).

If you have a conflict, **PLEASE OBTAIN YOUR OWN SUBSTITUTION** then notify the other group members. If you cannot locate a substitution, please contact Pat Middleton (201-493-8727) or Sharon Walker (201.612.2259) for assistance.

### **Helpful tips:**

- Call St. Paul's **(973) 710-3900 ext 421** to determine the number of men staying at the shelter. (If you get a voice response hang up and call back in a few minutes as someone is on the phone.) The shelter can accommodate up to 40 men. However, the numbers vary weekly. We have served as few as 20 men, so this information is important as you decide on a menu and do your shopping.

- Please avoid meals with **pork** (religious reasons) and **seafood** (allergies).
- Prepare the meal prior to going to the shelter unless you are going to grill. If grilling, bring 2 large bags of charcoal and charcoal lighter fluid before Wednesday and tell them what time you want the grill ready.
- At least two members of the group should serve the meal.
- If the meal needs to be heated beforehand, **CALL ST. PAUL'S at 5:00 PM** (973) 710-3900 ext 421 **AND ASK THEM TO TURN ON THE OVEN SO IT WILL REACH A SET TEMPERATURE WHEN YOU ARRIVE AT 6:00 P.M**
- You should plan on departing St. Elizabeth's parking lot by **5:30 p.m.**, arriving at St. Paul's at **6:00 p.m. Plan on serving the meal by 6:30 p.m.**
- St. Paul's kitchen staff will clean up. You will be back at St. Elizabeth's well before 8:00 p.m.

***Upon Arrival:***

- Drive up to the shelter windows facing the parking lot at the rear of the church and blow your horn. Men from the shelter will help unload the meal.
- During check-in, please ask to have milk (or OJ) placed in the refrigerator. If providing ice cream for dessert, please alert the people at the desk. They will store in freezer until later in the evening.
- Ask how many meals you are to save for the men who are working. Prepare requested plates (using paper plates under the counter), cover with foil and place on the shelf over the stove (or over the microwave if you need more room).
- Determine how many guests are present, this will help you plan out the portion sizes. There are always opportunities for seconds, so don't over serve the first time through.
- When you have completed serving everyone, and you have leftovers, wait until everyone has finished eating (they eat very quickly) and inform the person at the desk that you are ready to serve seconds. If you have a limited amount left, ask them to determine how many will have seconds so you can stretch out appropriately.
- The men will clean whatever you are taking back with you. You do NOT do any cleaning.
- Dessert is left for later in the evening (8pm), after the men finish their chores.

The address of the shelter is:

**St. Paul's Church  
451 Van Houton Street  
Paterson, NJ 07501  
(973) 278-7900 ext 21**

*Directions From St. E's:*

- Turn LEFT out of the parking lot onto California Street
- Make a LEFT onto Morningside Rd
- Turn LEFT onto N. Monroe Street
- Turn RIGHT onto Godwin Ave
- Take the 1<sup>st</sup> LEFT onto Lincoln Ave
- Lincoln Avenue turns slightly right (as you drive over the bridge) and becomes County Rd 504/River Street
- Make your 1<sup>st</sup> LEFT (after the bar on your left) following signs for Rt 20
- Make an immediate LEFT at Stop Sign
- Make a RIGHT at the next traffic light onto Madison Ave
- Take Madison Ave through Paterson (past 12<sup>th</sup> Ave).
- Make a RIGHT onto Broadway/Dr. Martin Luther King Jr Way (at traffic light - McDonald's will be on your left).
- Go through the next traffic (St Paul's is located at the intersection on your left).
- Make a LEFT into the Parking Lot just past the traffic light.

Thanks for volunteering and please share your experience with others.

We hope you will sign up again SOON!

Outreach Committee

(Recipes attached)