

# WARM NIGHTS BASICS

## Daily Schedule

*Warm Nights weekdays generally flow as follows:*

After church on first day	SET-UP VOLUNTEERS arrange church basement.
6:30 p.m.	Guests arrive on van and individually accompanied by Warm Nights staff person. Often, DINNER VOLUNTEERS let guests in church.
Before 7 p.m.	DINNER VOLUNTEERS set tables, prepare meal.
7 p.m.	Guests eat dinner.
After dinner	Guests have option of using shower. SHOWER ESCORT directs guests to location.
Dinnertime or shortly after	OVERNIGHT VOLUNTEERS arrive to spend night, host guests with Warm Nights staff person.
Before nighttime	LUNCH VOLUNTEERS bring or prepare-on-site lunches. Store lunches in refrigerator until they are distributed the next morning.
Evening	Guests are welcome to watch TV, use other means of entertainment on site. Often, guests “turn in” early.
Lights out	Time set by Warm Nights staff person.
5:30 a.m.	OVERNIGHT VOLUNTEERS fix coffee, put out breakfast items for guests.
6:30 a.m.	OVERNIGHT VOLUNTEERS pass out bag lunches.
6;30 a.m.	Guests leave. OVERNIGHT VOLUNTEERS put away breakfast supplies.
Morning of final day	CLEAN-UP VOLUNTEERS prepare cots for transport to next location, and tidy the basement before church.

# WARM NIGHTS BASICS

## Set-up and Clean-up

### SET UP

- Warm Nights will deliver cots to our church.
- Before our guests arrive, we will have a better count for how many guests to expect.
  - **WOMEN & FAMILIES:** Use the partitioned areas of the basement to create a room for women and a room for families as needed.
  - **MEN:** Arrange cots in main section of basement space for men.



Use these partitioned areas to create “rooms” for women and families.

- **SLEEPING AREA**

- Each person should have 1) a cot, and 2) a folding chair for their stuff. Church folding chairs are located in the locked room off the basement hall.

- **“OFFICE”** for Warm Nights staffer requires setting up a table or desk and chair. (In the past, this has been set up near kitchen area.)

- **DINING AREA**

- Create a dining area near the kitchen with tables and chairs. A good estimate is 7 chairs per table; 5 tables (seating for 35).
- Set up a beverage table outside of the kitchen door if it is not there already.



- **TV AREA**

- A TV (and DVR) from another part of the building should be brought to the basement. We usually set this up in the corner by the windows.

This is a good spot for the TV and a table of games.



- Set up a converter box so the TV can receive signals. Directions are included with Pr. John’s converter

# WARM NIGHTS BASICS

## Set-up and Clean-up continued

box.

- Make sure remote controls have batteries, etc.
  - Arrange books, magazines, games—whatever we have available—on a separate table.
  - **SHOWER AREA**—Make sure shower area includes toiletry supplies and a chair.
  - **OTHER**
    - **SIGNS** are helpful to indicate where restrooms are, directions to shower, etc.
    - **POWER STRIPS** should be set up where possible for guests to recharge devices. We should have 2 available.
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### CLEAN-UP

- On the final morning of Warm Nights, pack up cots for transport to the next location.
- Remove toiletries from shower area.
- Check for food leftovers—giving away, discarding, and using what we can.

# WARM NIGHTS BASICS

## Bag Lunches

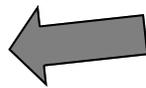
- You have volunteered to bring bag lunches which will be given to our guests the day AFTER you make them before they leave church in the morning for their day.
- CAUTION: Don't use mayonnaise on sandwiches since it might spoil. Mayo/mustard packets are a better choice, and often restaurants will give you a few extra for this purpose.
- CAUTION: Better NOT to use ham due to frequent dietary restrictions.
- Typical lunch includes:
  - Sandwich
  - Chips/salty snack
  - Fruit/carrots
  - Cookies/something sweet
  - Bottle of water or other drink
- Prepare lunches at home OR in church kitchen. Just be sure to get them to church kitchen (best kept in refrigerator) on your chosen day before too late.

# WARM NIGHTS BASICS

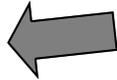
## Dinnertime

### USING KITCHEN

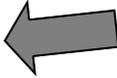
- Our volunteers are welcome to use the refrigerator, freezer, oven, stovetop/gas range, pots and pans, bowls, etc.
- The pilot light on the gas range should be on and ready to go.
- Our oven is a convection oven (meaning the hot air circulates) and *generally cooks a bit faster* than conventional ovens. It's not tricky to use, but see diagram below if unfamiliar with the style of oven.



MASTER SWITCH: Turn oven button on.



THERMOSTAT: Turn dial to desired temperature.



LOAD CONTROL: Keep set on "high" even if you only have one thing in there—sometimes the oven stops working at other settings.



OTHER: And then there are a few dials and buttons below that which we do not set.

### SETTING UP FOR DINNER

- **Tables:** Put down placemats and salt & pepper shakers on tables, approximately 7 people per table. Replace chairs around table (approximately 7 per table) if they've been moved.
- **Beverage Station:** A table with beverages is generally located outside kitchen doors.
  - Start hot water (plug in big stainless pots)
  - Make coffee (see instructions)
  - Put out tea, cocoa, sugar & sugar substitutes, hot cups



# WARM NIGHTS BASICS

## Dinnertime continued

### • Beverage Station continued

- Make lemonade from stocked powder mix
- Put out cold cups
- Put out ice if available

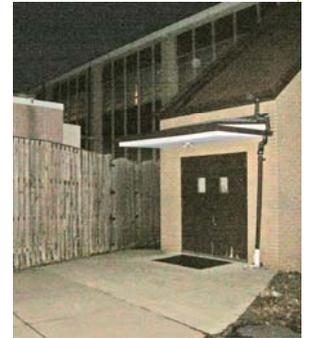


Most supplies, like paper products, salt & pepper shakers, tea bags, etc. are found in (or around) this cabinet.

- Utensils & Napkins: Some volunteers have found it easiest to roll up plastic utensils in a napkin for guests to pick up in the food line when they fill their plate. Plates, utensils and napkins can be stocked/rolled ahead of time.

### GUESTS ARRIVE

- The Warm Nights van brings guests around 6:30. When the Warm Nights staff person is present, you may let our guests in. The doorbell at the rear parking lot door will tell you when guests would like to enter.
- Before dinner, guests settle in and might take a beverage or before dinner is served.



### WHEN TO EAT / PRAYER

- Dinner is served around 7:00. The Warm Nights staff person can tell you when the majority of guests are present and ready for dinner.
- Volunteers generally lead a prayer with those who want to gather in a prayer circle before the meal is served.



### MEAL TIME

- Serve dinner from inside the kitchen, so guests can walk through food line to take utensils and a plate which volunteers fill to the tables.



## Dinnertime continued

### Meal time continued...

- (It is possible to use “warming” tools on the food line, but I never have and don’t know how.)
- Volunteers can wear plastic gloves when serving food.

### BEFORE YOU LEAVE

- Ask the Warm Nights staff person if any additional guests are expected. If so, set aside a plate of food for these persons.
- *ADDITIONAL LEFTOVERS should be taken with you.* The only exception would be items that could be used as snacks (like pretzels) or breakfast (like whole fruit).
- General clean-up (clear tables if guests have not, dishes, countertops, etc.) is appreciated.
- Garbage is removed by the church custodial service.
- Leave out coffee, etc. on the beverage table for our guests in the evening (and any leftovers you thought would work as a nonperishable snack).
- If you have used the church’s linens (towels, aprons, etc.) consider laundering them and returning them to church or leaving them somewhere to dry for our volunteer coordinator to wash later.

### WHO ELSE WILL BE AROUND

- A volunteer Shower Escort may show up to help our guests after dinner.
- Overnight volunteers may show up, and may want to eat your delicious dinner!
- Lunch volunteers may bring their lunches for the next day. They go in the refrigerator.

### LOW ON SUPPLIES?

- If stocked paper goods, lemonade mix, dishwashing soap, etc. are running low, please let the volunteer coordinators (Karen or Minister Kenny) know as soon as possible.

# WARM NIGHTS BASICS

## Staying Overnight

- **GETTING SETTLED**

- Plan to arrive around dinnertime (7 p.m.) or just after dinner before our Dinner Volunteers leave (7:30 or so).
- If there's enough food (which there usually is) you are welcome to eat with our guests.
- Bring a bedroll/sleeping bag and alarm to wake you in morning.
- A cot will be available for you to sleep on. Some Overnight Volunteers go to other parts of the building to sleep (such as on a sofa in the parlor).

- **WHO ELSE WILL BE AROUND**

- A Shower Escort may be on hand after dinner to show guests where the shower is located. If no Shower Escort volunteers on your night, you may be asked to escort guests (see "Shower Escort" section of binder).
- Lunch Volunteers may bring or prepare lunches while you are here.
- Dinner Volunteers will be finishing up their task.
- A Warm Nights staff person will be on site, also sleeping over.

- **LAUNDRY**—On a night of the Warm Nights staff person's choosing, our guests may go to a local Laundromat with the Warm Nights van driver (see "Laundry" section of binder).

- **OVERNIGHT HOURS**

- Guests may watch TV, perhaps a movie, use whatever entertainment we have gathered.
- Some beverages have been left out for refreshment. Turn off coffee/hot water before lights out.
- Warm Nights staff person determines time lights go out. Many guests go to sleep early. Time for you to go to sleep, too.



Beverage table

# WARM NIGHTS BASICS

## Staying Overnight continued

### • BREAKFAST

- Wake up early enough—5:30 has been recommended—for our guests to get breakfast before they depart.
- Start coffee & hot water first! They take a while.
- HOW TO MAKE COFFEE:
  - Fill stainless steel urn to fill line.
  - Add \_\_\_\_\_ coffee to plastic insert.
  - Plug in and listen for gurgling sounds, indicating it is brewing.
- Put out juice, milk, fruit, cereal, yogurt available for breakfast along with plates, bowls, spoons, napkins, etc.
- Stock tea, hot cocoa, sugar & sweetener, cups on the beverage table.
- *If breakfast supplies are running low, let volunteer coordinators know.*



Cups, napkins, and many other supplies are in here.



Set up breakfast items in kitchen in morning.

### • DEPARTURE

- Before our guests depart, pass out the LUNCHES.
- Our guests depart around 6:30 a.m.
- Tidy up and put away food before you leave.

# WARM NIGHTS BASICS

## Shower Escort

- Guests usually shower after dinner. Dinner is around 7. Shower Escort volunteers should arrive by 7:30.
- The Warm Nights staff person has generally arranged the order of who showers next. This doesn't generally take any management by the volunteer.
- Our shower is located at the VERY TOP of the stairs above the choir loft.
- Space permitting, it is nice to have a chair in the shower area.
- Guests do not need supervision—just direction and hospitality.
- Guests have a personal set of towels provided by Warm Nights, so our church doesn't deal with towels.
- In the shower bathroom is a stock of toiletries. If that supply runs low, please let the volunteer coordinators (Karen and Minister Kenny) know.

## Laundry Night

*This may come up for an overnight host or dinner volunteer.*

- On a night of the Warm Nights staff person's choosing, our guests may go to a local Laundromat with the Warm Nights van driver.
- Several Laundromats are located nearby, including:
  - Laundry World—7125 Baltimore Ave., College Park 20740
  - Surf n Suds Laundry—3402 Hamilton St. Hyattsville 20782
  - Sudsville Laundry—5609 Baltimore Ave. Hyattsville 20781
- Give the staff person laundry soap & quarters provided by our church.
- These supplies are located in a kitchen cupboard.

# WARM NIGHTS BASICS

## Contact Phone Numbers

- Coordinators
  - Kenny Swift
    - 202-744-3978
  - Karen Krueger
    - H: 301-779-1357 or C: 240-606-3989 (not always on)
- Kitchen phone line
  - 301-422-8699 or 301-422-1433, ext. \_\_\_\_\_