



Saturday Breakfast Volunteer Guide

Every Saturday, 52 weeks a year, Old First Reformed Church organizes a **Saturday Breakfast and Clothing Cupboard** for those experiencing homelessness, which provides a hot breakfast to **60 guests**, plus toiletries and clothing. Thank you for your interest in volunteering with us at Old First Church!

Our clothing cupboard functions as a “free store,” offering as much dignity and choice as possible given the availability of donations from week-to-week. Volunteers are responsible for setting up the tables, sorting and labeling clothes, and assisting our guests with finding clothes, personal care items, and picking up a to-go breakfast. We welcome people of every ability, and will be happy to find a task that meets your needs.

Please sign up as a Volunteer here: [OF Volunteers: Saturday Breakfast & Cupboard Ministry \(signupgenius.com\)](https://signupgenius.com).

Volunteer Information

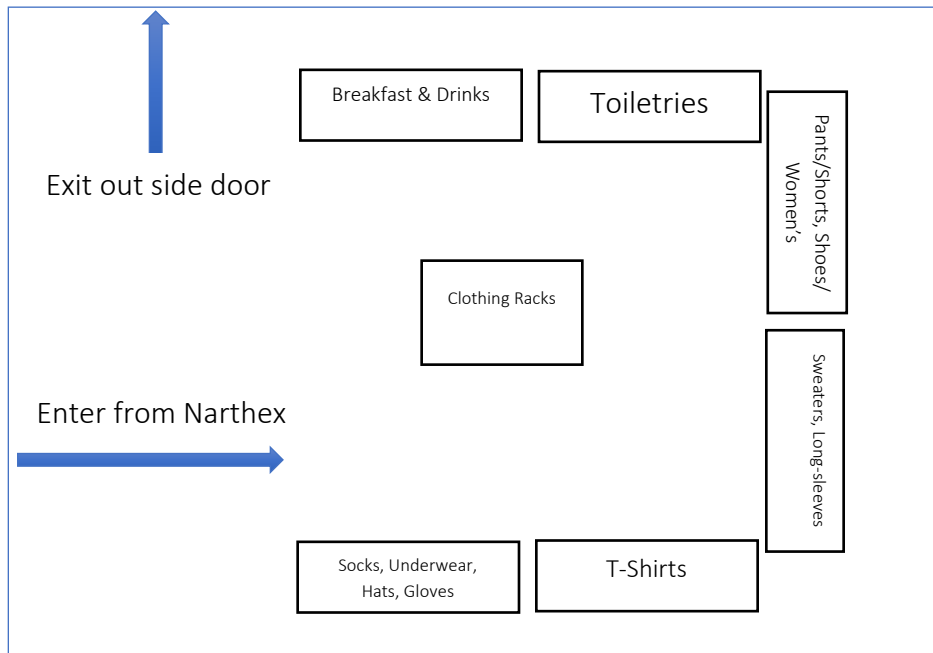
- **Age requirement:** we ask that volunteers be at least 14 years of age.
- **Dress Code:** we ask volunteers to wear comfortable clothing and footwear.
- **Parking:** we have permits inside the church and on our website here: [Contact | Old First United Church of Christ \(oldfirstucc.org\)](https://oldfirstucc.org) for free street parking on certain blocks. Follow the instructions on the permit.
- **Personal Items:** Volunteers are welcome to store personal items in our pantry behind the kitchen. However, Old First is not responsible for lost or stolen items, so please leave valuables at home.
- **Staffing & Guidance:** There is an Old First Host on site each Saturday leading the breakfast. Please check in with them upon your arrival for an introduction and instructions. They are there to answer any questions you have along the way.
- **Photos & Privacy:** we ask that you do not take photos of our guests during the day. For any photos of other volunteers outside of your group, we ask that you receive prior consent.
- **Community Service Hours:** we are happy to sign or provide documentation for community service hour tracking – please talk to the Old First Host on duty that day for any documentation that you need.



Saturday Volunteer Tasks

- **Set up:**
 - Set up tables in a U-shape around the room.
 - Bring clothing, toiletries and shopping bags inside from the shed.
 - Sort clothing by clothing type (i.e. socks, underwear, t-shirts, pants, shoes, etc.) and size – using tape to make labels on the table for sizes (i.e. mark a pile of t-shirts as small, medium, large).
 - Set up drink station with cups, sugar, milk (and once it's prepared, coffee and tea).

Current set up (2024)





- **Distribution:**

- Our current cupboard and breakfast as a to-go operation with volunteers serving as personal shoppers for the guests. Guests enter one at a time and have a volunteer assigned to help them. The volunteer helps them select clothing and toiletry items and to get their breakfast.
- Volunteer Roles:
 - One volunteer will call numbers at the door, and offer to take names and prayer requests as guests enter. Names and prayer requests are not required. Numbers should be called only when a volunteer is available to shop with the guest.
 - One volunteer stands behind the table and distributes toiletries – one item of each category for each person.
 - At least one volunteer will serve coffee and tea.
 - At least one volunteer will hand out the breakfast packs.
 - The rest of the volunteers will act as “personal shoppers” guiding guests one-on-one through the clothing cupboard and helping to select clothing. Guests are allowed one item of each category (i.e. one sock, one underwear, one t-shirt, one pair of pants, etc).

- **Clean-up:**

- Put clothing away in shed (using bins as necessary). Ideally keep the clothing sorted by type and size as much as possible.
- Throw out any trash inside the social hall. Check outside in the courtyard for trash as well.
- Clean up any spills in the social hall (the breakfast team is responsible for the kitchen).
- Pick up all trash outside in courtyard and on Oriana Street.



The Breakfast schedule is as follows:

7:30am: Doors open for Breakfast Teams to set up and use the kitchen.

7:30am – 8:45am: Volunteers set up the clothing cupboard during this time, while the breakfast teams prepare the meal. A volunteer distributes sixty (60) Tickets to guests waiting outside.

8:45am: All volunteers have a quick meeting to discuss the process, assign roles and prepare to begin the service with a short prayer or meditation.

9:00am: The doors are open for guests to come in, get their breakfast and coffee, and select items from the clothing cupboard. Volunteers assist the guests as a one-on-one personal shopper.

10:00am: The doors close and the clothing cupboard is cleaned up. Clothing and toiletries are returned to the shed, breakfast and beverage items to the kitchen, and supplies to the Outreach Closet.

10:30am: Clean-up is usually completed and volunteers leave by 10:30am.

Some House Rules:

- No alcohol on the premise.
- All volunteers must be 14 years or older.
- All volunteers must be feeling well. If you are not feeling well or have any symptoms of COVID or other illness, please stay home.
- No smoking or vaping in the building.
- Volunteers are not allowed to 'hold' or put aside items for guests. Our cupboard and breakfast operate on a first come first serve basis.
- Volunteers should not accommodate special requests for cupboard items by guests – what is out in the social hall is what is available that day. This is to maintain fairness and not provide special privilege for those who know to ask.
- Any threats or acts of physical or verbal abuse should be reported immediately to the Host. If any conflicts arise between guests and/or volunteers – it should also be reported immediately to the Host.



- Old First does not tolerate discrimination of any employee, volunteer or guest on the basis of race, religion, gender, sexual orientation, age, nationality, ancestry, citizenship, veteran or disability status. We expect our volunteers and our guests to treat all others with the same respect.
- Love first!