

THE GATHERING INN

Timeline of Gateway Intake Site to Host Church Operations

(Schedules may vary slightly to accommodate differing distances to host churches)

4 p.m. – 6:30 p.m.

Monitors: Clock in at the Gateway; Lead Monitor does screening and intake of new guests. Monitor checks in returning Guests, oversees showers.

Lead Monitor oversees loading of bus from 6:15 p.m. – 6:30p.m.

6:30 p.m. – Bus leaves the Gateway for host church.

Lead Monitor: Ride bus to Host Church supervising Guests.

Monitor: Drive personal car to Host Church.

6:45 p.m. – Bus arrives at Host Church.

Lead Monitor: Supervise Guests from bus to church, reminds guest to unload mats.

Monitor: Explain rules and assign chores.

7:05 – Sharing a message of Hope by Host or Partner Church.

7:15 p.m. – Evening Monitors supervise dinner.

9:00 p.m. – Evening Monitors thank volunteers who leave at this time.

9:30 - 10:00 p.m. – Evening Monitors oversee lights out, supervise Guests for the remainder of shift and complete paperwork.

11:30 p.m. - Monitors clock in at the Gateway and drive van to Host Church. Passenger monitor uses phone to exchange information with monitors at host church.

11:45 p.m. – New monitors arrive & former monitors drive personal car back to Gateway. Both clock out.

4:30 – 4:45 a.m. – Monitors make coffee.

4:30 - 5:00 a.m. – Monitors wake guests, offer coffee, oversee Guest chores and Clean up Host Church.

5:00 – 5:15 – Guests board bus (and van for Auburn).

5:30 – 5:45 a.m. – Bus departs from host church.

Monitor: Rides bus back to Gateway

Lead Monitor: Cleans Host Church and confirms with Host Church Coordinator.

6:00 – 6:15 a.m. – Monitor: Hands out belongings to Guests.

6:30 a.m. – Monitors clock out.