



## **CHURCH TOOL KIT**

Your TOOL-KIT is designed to encourage and assist your work of cultivating our shared mission of service to those living on low-income. The following sections include ideas that you may want to consider when discussing the mission and work of House of Friendship with your congregations:

- Sowing Seeds: Engaging Congregations in our Shared Mission
- Growing Gardens: Service Project Ideas
- Harvesting Hope: Calendar of Special Events
- Planting Possibilities: Continuing Conversations

In addition to these ideas, House of Friendship staff are available to assist you with developing ideas that meet the need and interests of your church. Please contact us and tell us how we can help. We have speakers, a DVD (VHS) on House of Friendship History and Programs, a display board, brochures, Annual Reports, newsletters, and literature on special projects that we can provide. Together we will inspire, “a mighty flood of justice, a torrent of doing good,” (*Amos 5:24*) for all the members of our community.

### **Mission Statement of House of Friendship**

The mission of House of Friendship is to serve low income adults, youth and children in need of support and to promote opportunities for personal growth, wholesome relationships and community development through the application of holistic Christian principles.

### **Statement of Values**

1. We believe each person is unique and of value.
2. We believe each person is a physical, emotional, intellectual, social and spiritual being.
3. We believe each person is a significant member of the community and enjoys the rights and responsibilities of such membership.
4. We believe the community will benefit from the opinions, gifts and abilities each person can contribute.
5. We believe each person has the rights and responsibilities of freedom of choice.
6. We believe there is always hope, even in situations of adversity.

Adopted 14 June, 1995

### **Stay Connected:**

HOF on the World Wide Web: <http://www.houseoffriendship.org>

HOF on YouTube: [www.youtube.com/hofnow](http://www.youtube.com/hofnow)

Emergency Food Assistance Blog:

<http://hofemergencyfoodassistance.wordpress.com/>

Trek 4 Kids and Summer Camp Blog: <http://houseoffriendship.wordpress.com/>

## SHARED MISSION

Not sure where to start? Here are some ideas to get you going



### ✓ Share the News

- *Friendship News* is delivered to local churches quarterly (beginning of March, June, October and December). Please make sure copies are shared with your congregation. For convenience, it is also posted on-line at [www.houseoffriendship.org](http://www.houseoffriendship.org)
- Similarly, churches receive mailings, flyers and emails updating congregations on our shared mission, events and issues. Please help ensure flyers are posted, notices included in church bulletins, and information circulated
- Subscribe to House of Friendship's blogs. Leave a comment. Forward a blog post to your network. *Let's talk!*

### ✓ Host a House of Friendship Sunday

- Invite one of our team to speak or present at your church
- Use House of Friendship bulletin covers
- Use adult Sunday School time for a discussion of how churches and House of Friendship respond to the needs of those living in poverty
- Display House of Friendship information, brochures and VHS/DVDs

### ✓ Keep in Touch

- Minute for Mission: take a minute during announcement time to share and reinforce the mission and work of House of Friendship
- Help keep your church up to-date on our shared mission with written announcements in your Sunday church bulletin
- Add a link to House of Friendship from your congregation's webpage to: <http://www.houseoffriendship.org>

### ✓ Report to Your Church

- House of Friendship's staff are ready to assist you in preparing brief Annual Reports to your church's Annual Meeting

### ✓ Connect with Mission and Service Committee

- Arrange to meet with committees in your church to talk about our shared mission and the work of House of Friendship.
- Invite one of House of Friendship's staff to accompany you to meet with your church's committee(s)
- Arrange an 'on-site' tour or visit to some of House of Friendship programs. See for yourself the difference your efforts are making!

✓ **Create for Children’s Story Time**

- Use our shared mission to create a related story for local mission and outreach. (Feeding of the 5000, Elijah, Manna in the wilderness). Why not have your Sunday School support service to those in need by suggesting House of Friendship as a good local mission project for Sunday School offerings?

✓ **Inspire Youth and Families**

- Walk a mile in the shoes of someone less fortunate. Have youth and households take the “FOOD HAMPER CHALLENGE,” a terrific way to raise awareness.  
*Part I:* Challenge your youth (or each household) to take a food hamper from us (or assemble your own hamper with the same items we distribute) and see if they can make it last for the 3-5 days, as intended  
*Part II:* After the challenge arrange for participants to gather talk about their experience and lead a discussion about the challenges of making ends meet on a fixed budget *and* finding nutritious food. House of Friendship staff would be happy to assist you in planning the challenge and facilitating a conversation

✓ **Promote Volunteer Opportunities**

- Invite people to get involved – a few hours of their time can make a world of difference. We can provide you with copies of a Volunteer brochure for your literature rack (the brochure is also available to download from our website)

## GROWING GARDENS: SERVING OUR BROTHERS & SISTERS

Are you ready to roll up your sleeves and get involved? Here are some ways to put mission into action:

✓ **Reach Out to Our Neighbours in Need**

- Help us reach out to our youngest neighbours in need with diapers and formula. An ongoing need at House of Friendship’s Emergency Food Hamper Program is to find a source of diapers, formula and baby food for the many families that come to us with babies. Consider joining with neighbouring congregations or other faith groups or service organizations to provide ongoing support for these items. Diapers and formula are distributed from the Emergency Food Hamper Program to other House of Friendship community programs
- Any knitters or quilters in your congregation? They can provide warmth and comfort to our youngest neighbours with baby blankets
- Share the joy of reading and learning with our children and youth: partner with other local churches and/or a community centre to provide Books for Birthdays, an opportunity for child/young person to choose a new book



- Back to school can mean more financial strain and stress for some families and children living on low-income. Help ease the burden. Send them off smilin' with back to school items for students of all ages, and school supplies throughout the year (a great VBS project, and, these supplies are needed each year)
- House of Friendship offers after-school programs for children, where we provide nourishment for young bodies, minds and spirits. Your congregation can contribute snack supplies for after-school – juice, drinking boxes, granola bars, crackers or other healthy snacks would be great!
- You can also donate educational games, activities, workbooks and craft supplies (i.e. construction paper, glue sticks, stickers etc.) for after-school programs, and provide health kits, children's books, children's toys, etc.
- Give children the gift of being able to participate in school skating programs – donate skates!
- Keep 'em warm and dry with winter coats, hats, mittens (not knitted as they easily become wet), and boots; needed for all ages and genders

### **You Can Help:**

Be sure to check out the "You Can Help" section on the back page of *Friendship News*; specific House of Friendship programs will publish particular or seasonal needs.

#### ✓ **Share the Gift of Food at the Charles Street Men's Hostel**

- Sign up to help feed those in need by preparing and serving a meal, and cleaning up afterwards, at the Hostel on a weekend – each month, each quarter, two times a year or even once a year. We would love to see 6 to 12 groups sign up for a year to help at our Charles Street Men's Hostel located at 63 Charles Street East, Kitchener

Please call the Charles Street Men's Hostel Program Supervisor at 519.742.8327 x.336 for more information.

#### ✓ **Put Your Gifts to Work**

Are you handy with a paintbrush, garden tool, in the yard or around the house? Then House of Friendship is the place for you! Pitch in with your talents to help:

- Clean up: Indoor/Outdoor
- Paint: Indoor/Outdoor
- Garden

Please contact the Volunteer Coordinator at 519.742.8327 x.335

#### ✓ **Lend a hand at the Christmas Bureau**

- The Christmas Bureau coordinates Christmas giving by matching donors with those in need of food and/or toys. Volunteers are needed in November and December to assist with opening mail and answering the phone. Interested persons can call the Finance Director at 519-742-8327 x.121

✓ **Help Where Needed Most**

Here are additional ways you can extend the hand of friendship to those in other House of Friendship programs during the Holidays:

Purchase items for participants in our Residential and Addiction Services Programs. These items are distributed to the youth, men and women program participants during the Christmas season and at other times of the year. Examples of items that can be used are:

- Clothing items ,including shirts, coats, socks, underwear, gloves, hats, sweaters for all ages and genders
- Personal hygiene and toiletry items such as toothbrushes, toothpaste, combs, deodorant, disposable razors, etc.
- Gift certificates to bowling, movies, sporting events, coffee shops, restaurants
- Strips of tickets for Grand River Transit buses
- Playing cards, board games, journal notebooks...
- New or gently used children toys, games and books for children, cooking utensils, non-perishable specialty food items (e.g. chocolates, nuts, etc.)

## HARVESTING HOPE: CALENDAR OF SPECIAL EVENTS

Here are some fun ways to support the work of House of Friendship:

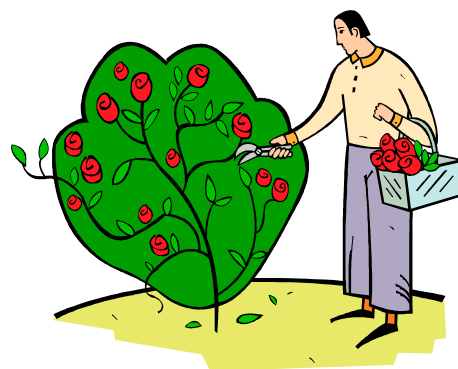
**February - Potato Blitz:** volunteer at Potato Blitz events, or host your own Potato Blitz event, to collect potatoes and/or raise money for House of Friendship to purchase potatoes at a great rate!

**May - Trek 4 Kids:** support a Trek Champion from your church and help raise money for kids to go to summer camp

**June - Annual Meeting:** announce in church and plan to attend. But also, in advance of the meeting contact us to discuss inviting a friend from a neighbouring congregation to become a Board Member. Call the Executive Director at 519.742.8327 x.123 or Chaplaincy Director x.337

**July - Friendship Golf Tournament:** enter a team from your congregation, volunteer or donate a door prize

**October - Friendship Fundraising Dinner:** promote the Dinner to congregation members, your friends and neighbours, or volunteer. Come enjoy the fellowship and be inspired



**December - Christmas Hamper Project and Turkey Drive:** There are a number of ways you can be involved with bringing the gift of food to those in need at Christmas-time

- Collect and donate food items for the project
- Make soup for the Christmas Hamper volunteers (we'll supply the ingredients) Bake cookies (12 to 18 per bag)
- Help set up and clean up the Christmas Hamper warehouse
- Package bulk food items for hampers
- Deliver the hampers
- Help hand out turkeys
- Sponsor families (\$80 ea. - please note: names of families from our programs are checked with the Christmas Bureau to make sure they are not receiving assistance from another agency) or hampers (\$80 ea.) and turkeys (\$25 ea.) for a family in need during the Holidays

To donate food, please contact House of Friendship at 519-742-8327. If you're not able to deliver it, we'll gladly pick it up.

To volunteer, please contact the Community Services Director at 519.742.8327 x.335

✓ **Host Your Own Event in Support of House of Friendship**

- Celebrate a Mission Fest benefitting House of Friendship and local outreach
  - ❖ Include a lunch or dinner with a guest speaker or House of Friendship speaker and/or display or DVD(VHS)
- Host a Benefit Concert or Fun Fair or Yard Sale...the possibilities are endless:
  - ❖ Car wash
  - ❖ BBQ
  - ❖ Community garden
  - ❖ Time and talent auction (e.g. – Piano Lessons 2 for \$xx.)
  - ❖ Freewill offerings at coffee fellowship

**PLANTING POSSIBILITIES: CONTINUING CONVERSATIONS**

**Share your ideas!** Please let us know what you are doing and what has worked well in your congregation to raise awareness and support for our shared mission. Who did what? How?

When? What did it mean for you and your congregation to participate in such activities? We want to hear from you. We look forward to continuing our mission partnership with local churches. Thank you for your ongoing interest, commitment and support.

