

## Hotel de Zink Host Church Planning Guide

Hotel de Zink is a rotating church shelter program run by Urban Ministry of Palo Alto which was started in 1989. The shelter was named after a police officer who worked in Palo Alto during the Great Depression who opened up the police station on cold and rainy nights to let people come in and sleep.

Hotel de Zink rotates between 12 area churches which participate in the program. Each church houses 12-17 people for one month (depending on the size of the church).

Clients enter Hotel de Zink through Urban Ministry's Drop-In Center where they are screened prior to be admitted for a maximum of 90 days. Clients participating in Hotel de Zink are assigned a case manager with whom they are required to meet every week to develop and work on some short and long term goals. These goals vary from person to person, but usually revolve around finding housing, work and addressing health needs. People come to Hotel de Zink from all walks of life and all have different stories as to how they found themselves in their current situation.

Clients arrive each evening at 9pm to have dinner and then sleep at the church. Urban Ministry has one staff person on duty each night who will also arrive at 9pm to let the clients in the church. Usually, the host church will provide a key to the Urban Ministry staff which will be stored in Urban Ministry's trailer so that each staff person will have access to it. While some supplies are stored in Urban Ministry's trailer, generally churches provide a location within the church for storing bedding, personal belongings, etc. during their stay at the host church. Urban Ministry clients are expected to participate in chores at the church prior to leaving the church grounds at 7am each morning.

Dinner is provided each night by members of the host church. Often, supplies for a cold breakfast and lunch are also supplied by the church, though *this is not expected by Urban Ministry*.

### Meal Donation Process

#### Breakfast/Lunch

Foods for breakfast or lunch should be delivered on the day before it is promised, marked clearly to identify that it is for Hotel de Zink.

#### Dinner

Food for the dinner meal should be available in the church kitchen on the day promised by 9pm. The guests arrive and begin eating around 9, and the hot food should be ready to eat. Some churches recommend taking a casserole dish or pans from the church to bring prepared food in so that donors do not need to pick up their pans after the food is served.

In the weeks prior to hosting Hotel de Zink, it is suggested that a calendar be made available for people to sign up for dinners. If the church would like to bring breakfast/lunch foods, this can either be done by the same donor, or an additional group of donors can be found.

## Suggestions for food donations

Generally, plan on bringing enough food to serve 15 hungry people.  
(Guests prefer basic home-cooking; nothing fancy is required!)

### **Dinner**

(If desired, one person can bring the main dish, and another can bring a side vegetable or salad and desert.)

- Casseroles
- Stew or chili
- Meat loaf
- Hot dogs and beans
- Ham, beef or pork roast
- Macaroni and cheese
- Pizza
- Chicken
  
- Salads
  
- Potatoes (scaloped, baked or mashed)
- Rice dishes
- Rolls and butter
  
- Cookies, cake, pie, ice cream
  
- Milk, juice

### **Breakfast**

- Sweet rolls/donuts (bagels not very well liked!)
  - Cereal
  - Milk (3 gallons a day, Whole or 2%)
  - Fruit juices (frozen or fresh)
- NO TOASTER WAFFLES OR PANCAKES. NO TIME TO COOK IN THE AM!!!

### **Lunch**

- White bread, sliced
- Lunch meat, sliced
- Cheese, sliced
- Fresh fruit
- Hard boiled eggs
- Chips
- Soda, juice boxes, etc.

