

# Sanctuary Volunteers Orientation & Training Sept 2017

## 1. What is Sanctuary

The Sanctuary Program, a ministry of Foothills Unitarian Church in partnership with the Interfaith Sanctuary and Accompaniment Coalition (ISAAC) of Northern CO it offers physical sanctuary and protection for an undocumented individual facing deportation. This program was approved by a vote of 92% at a congregational meeting on Aug. 27, 2017. We join UU churches in Denver, Colorado Springs, & Cheyenne in this critical ministry and work with the support of local attorneys and The American Friends Service Committee

## 2. Structure & accountability - The Sanctuary Team is accountable to Rev Gretchen Haley

- a. Chair - Daniel Covey
- b. Guest Relations - Jessica Davis
- c. Immigrant & Community Relations - Anne Hall
- d. Communication Team -
- e. Fund Raising - Patricia Olson
- f. Volunteer Coordination - Sue Ferguson
- g. Immediate Space - Mary Hill
- h. Long Term space -

## 3. Finances

- a. **Emergency Immigration Fund** - In partnership with ISAAC to assist immigrants with direct personal legal costs that arise because of threatened deportation
- b. **Foothills Sanctuary Fund** - This support will be used for building enhanced counsel, furniture, living items for our guest, staff support dedicated to the sanctuary initiative, and other incidental costs required to ensure we are able to make this work.

## 4. Host responsibilities - We enter into covenant with the individual and their family that they receive care for both their body and spirit. We follow the lead of the individual in their case and all other matters, we will weave the individual and their family into the life of our congregation.

- a. We provide a safe, accepting environment, space to live & access to our kitchen.
- b. Pastoral care to individual their family and community
- c. We will educate our community & other faith communities on the consequences of our broken immigration policies

## 5. Our Guest - Emotional support - what we can do

- a. Interact with our guest - daytime visits - evening cards, games, TV - we are really not sure yet as to what their interests will be but will keep you posted
- b. Greet and handle visitors
  - i. Volunteer should always be the one to answer the door bell (door bells ring in both bldg.)
  - ii. Get the names of visitors and check with guest to be sure they want to see them
  - iii. Then ask guest to come to the window nearest the door to visually verify that visitors are welcome



- c. Assist with a medical issue - detailed info on CONTACT INFO
  - i. Urgent Care - 8 am to 8 pm
  - ii. Emergency - call 911 or trip to ER at PVH/UC Health 1024 S Lemay is closest
  - iii. non emergency medical house calls may be possible
- 6. Immigration and Customs Enforcement (ICE) Regional Office in Denver - the federal agency charged with picking up and deporting undocumented immigrants
  - a. While it's highly unlikely, if ICE knocks at the door
    - 1. ask for official identification - agents may present themselves as police officers
    - 2. ask if they have a warrant & to see it
    - 3. if they have a warrant request time to consult our legal counsel CONTACT INFO call the attorney - he/she will probably ask you to read parts of the warrant to them and will advise you on how to precede
- 7. Rapid Response Team - this is a team of knowledgeable Foothills folks who are prepared to assist you should you face a visit from ICE or another Emergency
  - a. detailed info on CONTACT INFO
- 8. Safety & Lock up - see FUC Security Check List
  - a. keep outside doors locked at all times**
  - b. Be able to locate
    - i. fire alarms
    - ii. fire extinguishers
    - iii. first aid kits - mid hall
  - c. safety procedures will be posted on the back of each overnight room door
  - d. building tour will be provided after the training
- 9. Specific jobs
  - a. Translators - assist as requested & you are available
  - b. Communication Team - work with staff to address media and public requests
  - c. Overnights - team of 2 people who have received this training and will spend the night (8:00 - 7 am) in RE building to accompany & support our guest.
    - i. cots will be provided but please bring linens, pillows and blankets.
    - ii. You will ensure the building is kept locked at all times and
    - iii. interact with our guest as appropriate (we'll know a lot more after we get to know her/him).
    - iv. In the morning you can make coffee and there will be light breakfast items in the kitchen.
  - d. Laundry - assist our guest with laundry needs
  - e. Grocery shopping - assist our guest with grocery shopping
  - f. Meals - assist as requested
  - g. Transportation - assist as requested
  - h. Tote and Haul - help with heavier tasks like cleaning out the basement
- 10. Other issues
  - a. Application - please complete & leave with us
  - b. Background checks