We are so excited that the Lord has led you to become a part of Gordon IN Boston Urban Semester. We are certain that your commitment to this unique educational experience will be used of God to prepare you for a significant impact in the Kingdom of God.

The following materials have been provided for your preparation prior to your semester in Boston. Please take the time to study them carefully, and feel free to contact the BUS office at (617) 287-9777 if you have any questions about this handbook.
PROGRAM LOCATION & DIRECTIONS

The residence for Gordon IN Boston dorms is located at:

**The Jubilee House**
10 Melville Avenue
Dorchester, MA 02124
617.287.9645

**The Second Church in Dorchester’s Parish House**
44 Moultrie Street
Dorchester, MA 02124
617.287.9645

**Gordon IN Boston Office**
Rev. Dr. Craig W. McMullen, Director
c/o 44 Moultrie Street
Dorchester, MA 02124
Cell/Office (617) 287-9777
Fax (617) 436-6024

**DIRECTIONS FOR THE JUBILEE HOUSE**

To get to Gordon IN Boston there from I-93,
Take **Exit 11** “Route 203, Granite Ave. Ashmont”,
Travel over Draw Bridge and **through stop light**.
**Turn Left at next stop light** (West) Route 203 aka Gallivan Blvd. (McDonalds on your right).
**Turn Right at Second Traffic Light - Dorchester Avenue**
Travel past the Ashmont MBTA Subway station. (on your right)
Travel through **double traffic lights** (Store 24 and Fire station on your right).
*(Jubilee House red star on map)*
Travel past St. Mark’s Catholic Church on your left (traffic light for crosswalk)
Travel past Thomas P. O’Hern Elementary School on your left (through traffic light)
**Turn Left at next light** onto Melville Avenue

Continue five blocks towards the top of the hill also on the right at **10 Melville Avenue**
(Look for the big sign in the front yard **The Salvation Army’s Jubilee House**)
Parking is available at the top of the driveway.

**DIRECTIONS FOR PARISH HOUSE**
*(white star on map)*

To get to Gordon IN Boston there from I-93,
Take **Exit 11** “Route 203, Granite Ave. Ashmont”,
Travel over Draw Bridge and through stop light.
**Turn Left at next stop light** (West) Route 203 aka Gallivan Blvd. (McDonalds on your right).
**Turn Right at Third Traffic Light** – Washington Street (Stop & Gas Station on our right).
Continue Straight through **Second Traffic Light**. **(TALBOT AVENUE)**
**SECOND CHURCH OF DORCHESTER** is the large white church IMMEDIATELY on your right.

**SLOW DOWN!**
**TURN RIGHT into the Driveway** in front left corner of the church JUST BEFORE Moultrie Street (one way) and park in the lot to the left side of the church. The Parish House is the red brick building.
ROOM & BOARD INFORMATION

General:
All rooms in the Jubilee and Parish House are either double or triple occupancy. Roommate assignments are made by the director, but requests will be taken into consideration.

All meals are covered by the enrollment fees.

The Board program includes 3 meals a day: (self-serve breakfast & lunch with prepared dinner). Dinner will be served weekdays and self-serve on weekends. The Board program will not serve meals during THANKSGIVING OR EASTER BREAK. Breakfast & Lunch will be self-served.

Community is formed and fostered around meals. So we come together in the preparation, partaking or and clean-up of the evening meal. The Jubilee and Parish House Host families will be responsible for all purchases of food. Preparation and clean-up of the evening meal will rotate through an assigned weekly rotation schedule.

Community members are expected to be on time for the evening meal. To cancel a meal, you must call the Host family at least two hours in advance.

Breakfast, Lunch and Snack foods are stocked weekly. There are big pantries and lots of leftovers.

Key and Room Deposit:
A $20 refundable deposit is required of each student at the beginning of the semester for lost key and room damage.

What to expect in your room:
Each room is furnished with SINGLE SIZE bed, five-drawer chest, wardrobe or closet, desk & chair. Linens (sheets, pillows & pillowcases, blankets, towels & face clothes) will not be supplied, so plan accordingly. You should also consider bringing a desk lamp, bedspread, and any other items you would like for decorating your room. Both facilities have a computer with internet access and a printer for your use. Wireless internet service is also available at the both dorms and in the Gordon IN Boston classroom and study hall.

Storage space is limited, so only bring what you need!

Cars & Parking
Off Street Parking is available at both the Jubilee house. Parking elsewhere in Boston is limited and sometimes difficult. Parking fees and fines are very expensive. Petitions for use of your car must be made to the BUS director prior to the semester of which you attend.

If your application to bring your car has been approved, please be careful to observe all the posted signs about street cleaning: parking violations range between $25 & $40.

Clothing
Temperatures in Boston can vary a great deal from season to season. Please plan accordingly. When you plan what clothes to bring, keep in mind what kind of work environment to expect at your internship, and whether you’ll need professional attire.

Laundry
Laundry facilities are currently available at Jubilee House only. Cost is $1.00 per use.
Recreation Facilities
Gordon College will provide a membership for BUS participants at the Dorchester YMCA, 776 Washington Street in Dorchester (approx. 8 blocks from the BUS House). This facility has full weight training, aerobic equipment, swimming pool and gymnasium, and various health and fitness courses are offered.

House Computers
Gordon IN Boston supplies computers with internet access and a printer for your use at the Jubilee and Parish Houses and the Gordon IN Boston Study Hall. You will need to supply your own paper for the printer. You can use this computer to check your email. It is important to be conscious of the needs of others when you are using the internet.

Wireless Internet service is also available at both of the Jubilee House & Parish House and Gordon IN Boston Study Hall for those who have computers with wireless cards.

These computers will not be used for any illegal activities or for the use of pornography. Refer to the Gordon College Handbook for guidelines and policies for ethical use of the internet.

Affordable Food Choices near BUS House
In the Codman Square Business District on Washington Street there is a McDonalds, Kentucky Fried Chicken, Subway and many other assorted restaurants.

Morning Prayer, House Meetings & Volunteer Service
Each weekday morning all residents will meet for a short morning devotional.

Each Sunday night all residents will meet for a mandatory house meeting. This meeting is critical to the growth as Christians committed to living and working together in community.

All students living at the Jubilee House and Parish are required to volunteer at least one hour a week with particular ministry or service to the Salvation Army or Second Church in Dorchester.

MAILING & CONTACT INFORMATION

Your mailing address for the semester will be:

The Jubilee House
10 Melville Avenue
Dorchester, MA 02124
617.287.9645

The Second Church in Dorchester’s Parish House
44 Moultrie Street
Dorchester, MA 02124
617.287.9645

Please note that the dorm room telephones are limited to local calls only. Students are encouraged to use calling cards for long distance calling.

Gordon IN Boston Office
Rev. Dr. Craig W. McMullen, Director
c/o 44 Moultrie Street
Dorchester, MA 02124

Cell 617.287.9777
Fax 617.436.6024
EMERGENCY INFORMATION

In Case of a Fire
- At the first smell or sight of fire alert your roommate.
- Exit via the hallway.
- First slip on shoes and grab a towel to put over your head.
- If there is time, turn off the light and unplug appliances.
- Close the door behind you.
- Contact House Directors

Call the Fire Department - 911
- As you are leaving, check each room you pass to see that no one is unaware of the emergency.
- Leave by way of the nearest exit (front or back stairways).
- If stairways are blocked go outside to nearest porch.
- Once out of the building, meet on the sidewalk in front of the BUS house for a head count. It is critical for everyone to remain calm at this point so that everyone can be accounted for.
- Do not re-enter the building; that is the job of the firefighters.
- Each person should have a pre-planned escape route and alternative route in mind before an emergency ever occurs.

Medical Care-General
Students who have accident and sickness insurance through Gordon College can use their medical card in any Health Care Center and Hospital in Boston. If you have your own health insurance you should contact your service provider for verification before you arrive in Boston. Emergency room visits will be VERY expensive for you if your parent’s insurance won’t cover it, so making an appointment at a day-time clinic is financially wise.

Basic first-aid and cold remedy supplies can be found in the kitchen on the first floor. If you feel you need professional medical attention, please contact the house director before you go.

Gordon College Health Center is free and the doctor is available on M,T,Th,F 8-9:30am & Wed. 7-9pm

Emergency Medical Care Information
Fire/Police 911

The nearest clinic is: Codman Square Health Center
637 Washington Street
Dorchester, MA 02124
(617) 825-9660

The nearest hospital is: Carney Hospital,
2100 Dorchester Avenue,
Dorchester, MA 02124
(617) 296-4000

LOCAL INFORMATION

Public Transportation
MBTA Bus & Subway Link passes will be provided for all Boston Urban Students during the semester. See WWW.MBTA.COM for other details.

Banks
The nearest banks are on Washington Street in the Codman Square business district (five blocks from the BUS House). Both Bank America and Citizen Banks are located in the square.
Libraries
Students will receive library cards for all Boston Public Libraries. The nearest public library is the Codman Square Library, 690 Washington Street (five blocks from the BUS House).

The Main Boston Public Library is located at 700 Boylston Street in the Bay Back section of Boston. (Accessible from the “Green Line” MBTA).

Bookstores
Christian Bookstores are:
- Sanctuary Books, 1500 Blue Hill Avenue, Mattapan (617) 296-4651.

Other Bookstores are:
- Borders Books Music and Café, 10-24 School Street, Downtown Boston (617) 557-7188.

CHURCH LIST

Boston Urban Semester Program Director’s 2009 Top 15 Urban Church Picks

1. Abundant Life Church, Cambridge, Rev. Larry & Virginia Ward
2. Bethel AME Church, Jamaica Plain, Drs. Ray & Gloria Hammond
3. Boston Chinese Evangelical Church, Chinatown, (English Service) Rev. Enoch Lao
4. Charles Street AME Church, Roxbury, Rev. Dr. Gregory & Barbara Groover
5. Congregación León de Judá, South End, Rev. Dr. Roberto Miranda (English translation provided)
6. Global Ministries Christian Church, Dorchester, Rev. Dr. Bruce H. Wall
7. Greater Love Tabernacle, Dorchester, Rev. William Dickerson
8. International Community Church, Alston, Rev. Dr. Lorraine Anderson
9. Morning Star Baptist Church, Mattapan, Rev. Dr. John M. Borders, III
10. New Covenant Christian Church, Mattapan, Bishop Gideon Thompson
11. Park Street Church (Traditional & Contemporary Worship), Downtown, Rev. Dr. Gordon P. Hugenberger
12. Roxbury Presbyterian Church, Roxbury, Rev. Hurman E. Hamilton
13. Salvation Army - Jubilee House, Dorchester, Majors William & Susan Dunigan
14. South End Neighborhood Church of Emmanuel, South End, Rev. Neal Armandt
15. Vineyard Christian Fellowship of Cambridge, Cambridge, Dave G. Schmelzer

Check details for service times and congregational descriptions for the following as well as over 500 other churches in the Boston & Cambridge area online at: http://www.egc.org/churches
For the latest in Urban Church Activities also check out http://www.churchline.com

SAFETY IN THE CITY
In the House
- Keep the front door locked at all times, especially on weekends and holidays.
- Do not prop open the front door, meet visitors at the door.
- Do not ever leave valuables or personal items in the public spaces on the first floor.

At the ATM
- Avoid using the ATM at night, if possible, as most attacks occur between 8:00 PM and 2:00 AM
- Have someone accompany you whenever possible.
- Avoid displaying your cash - count it once you have returned to your car or at home.
- If you are in the middle of a transaction and notice something suspicious, cancel your transaction, pocket your ATM card and leave at once.
- Go to the nearest public area if you are followed after making a transaction.

While You are Out and About.
- Avoid dark parking lots, wooded areas, and deserted routes, even if they are the shortest. Be sure you find out which areas in the city are unsafe at night.
- Whenever possible, go around groups rather than through them.
- If you must carry a purse, hold it close to you.
- Never carry your wallet in a back pocket, put it inside a jacket pocket or front pants pocket.
- Make sure someone knows where you are going and when you expect to return.
- Carry change for an emergency phone call and transportation use.
- When using public transportation, sit near the driver.
- Do not overburden yourself with packages that obstruct your view and make it difficult to react.
- Do not carry more cash with you than you can afford to lose.
- Walk confidently at a brisk, steady pace. Keep your head high and know where you are going.
- Walk close to the curb on well traveled street and avoid doorways, bushes and alleys.
- If you think you are being followed, cross the street, or walk to a well-lighted area.
- Try not travel alone at night. Take someone with you when possible.
- When in doubt, take a cab.

GORDON COLLEGE GENERAL PRINCIPLES AND BEHAVIORAL STANDARDS

All BUS students will follow the Gordon College General Principles and Behavioral Standards as outlined in the Gordon College student handbook - http://www.gordon.edu/campus_life/behavior.htm
LIVING IN COMMUNITY COVENANT

• Attend mandatory House Meeting on Sunday nights at 9:00 PM
• Fulfill maintenance tasks as determined by the house directors
• Fulfill household chores determined with the house directors
• Regularly attend Sunday Worship at local church.
• Keep open communication with House Directors regarding any needs or conflicts in the house.
• Maintain a life of integrity and Christian morality consistent with Biblical values.
• Pursue growth in your own personal relationship with Christ by maintaining regular daily devotional life.
• The Jubilee House are also the home for several persons. Please respect all property. Items in this house belong to the people who live there.
• Students are prohibited from ‘dating’ other Gordon IN Boston students during the semester.
• Guests are welcome, if arranged in advance and approved by the House director.
• Respect privacy. If a door is closed or says “Private” please do not enter, unless invited.
• The back stairs are to only be used in case of emergency.
• There are No men allowed in women’s dorm rooms and No women allowed in men’s dorm rooms. The Jubilee House have plenty of other rooms to entertain guests.
• Please try to clean up after yourself. Please leave rooms as you found them.
• Bring your toiletries to the bathroom and take them with you when you leave.
• Do not leave TRASH in the shared public spaces in the house.
• FURNITURE is not to be moved from the floors.
• Be extremely careful in the use of ELECTRICAL APPLIANCES. Avoid blown fuses by not using several of these appliances at the same time.
• Do not use scotch tape or double stick mounting tape when ATTACHING POSTERS AND ART TO THE WALLS OF YOUR ROOM. Masking tape or “wallsaver” tape are acceptable alternatives. Do not use tacks or nails on the doors.
• Those who share the HALL BATHROOMS on each floor are responsible for keeping it clean. This is essential both for those who share the bathrooms and for visitors who will be using them.
• QUIET HOURS begin at 9PM, Sunday through Thursday, and at 11 PM on Friday and Saturday. After this time, talking and stereo playing are to be a low volume, and noise kept to a minimum. Avoid loud conversation in the halls or on the stairs after quiet hours.
• All BUS program students will follow the Gordon College Policies regarding THE USE OF ALCOHOL, DRUGS AND TOBACCO ON CAMPUS. The campus includes the entire BUS House including all porches and steps of the building. Do not use or keep these items in the BUS House.
• All BUS program students will follow the Gordon College General Principles and Behavioral Standards as outlined in the Gordon College student handbook - http://www.gordon.edu/campus_life/behavior.htm

I have read the policies of the Gordon IN Boston Urban Semester House Living Contract, and agree to abide by them during my semester at the Gordon IN Boston Urban Semester Program.

NAME ________________________ SIGNATURE ___________________ Date: __________