

Family Promise of Wayne County Volunteer Position Description

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[ENTER CHURCH NAME] Congregation has offered to host Family Promise families for a week at a time, several times during the year. Families arrive on a Sunday evening and relocate to another church the following Sunday morning. Members of the [ENTER CHURCH NAME] Congregation have volunteered to host these families on various days of the week. Members from other Wayne County Congregation(s) have offered to share in this volunteer opportunity with [ENTER CHURCH NAME].

Set Up Crew

You will be working with the Set-Up Coordinators. Set-up Coordinator will contact you to confirm the time that Set-up will begin on Sunday. Set-up takes approximately one hour. This task involves:

- Removing chairs and tables from the Sunday school classrooms. Vacuuming rooms if needed.
- Inflating an air mattress for each of the guests
- Making the rooms as homey as possible. Each room will have the following items: Beds/Air Mattresses, Desk Lamp, Alarm Clock, Night Lights, Kleenex, Wastebasket, TV Tray, Folding Chair
- Electric heaters are available for the rooms.
- Making the beds. A mattress pad, sheets, blanket, quilt and pillow are available. Put a washcloth and towel on each bed.
- Displaying the Family Promise welcome sign. Make the Nursery into a living room to be enjoyed by all members of the families. Vacuum and clean the area if needed. Get out the games, toys and videos that are stored in the plastic bins in the storage room. Toys can be left in the bins in the living area.
- Setting up the bathroom by the kitchen.

- Arranging the Host Room. Arrange room dividers next to the furnace room. Set up two cots without bedding, as hosts will bring their own.
- Placing the following items in the kitchen, on the counter, next to the phone; First Aid Kit, Kleenex, Volunteer Information, profile sheets, and emergency phone numbers, volunteer sign-in sheet.
- Logbook and the comment notebook on the counter by the phone in the kitchen.
- Set the can for cigarette butts outside the north exit basement door.
- Please verify the host and guest rooms are completely stocked with the required supplies.

Greeter

The Team Lead will meet you at the church at 5:15 p.m. S/he will discuss with you the rules the families must adhere to and the duties of the greeter. Some of the duties for this position are listed below:

- If you do not have a key to the basement, confirm with the [ENETER CHURCH NAME] office and/or with the Team Lead that the basement doors will be unlocked when you arrive at the church
- Arrive at the church at 5:00 p.m.
- Put on a nametag, sign the volunteer logbook, and check the weekly schedule located in the kitchen for any changes from the usual routine.
- Turn on all lights.

Families arrive at 5:15 p.m. or a little later. Sunday Greeter will review all rules with guests and provide a tour of the church. Sunday, Wednesday, Thursday, and Saturday Greeters will review all rules and provide a tour with new guests.

- Interact with the families, speak with the parents to determine if your assistance is needed to work with the children on their homework.
- Greet meal hosts when they arrive about 5:30 p.m. – 5:45 p.m. and introduce them to all other volunteers.
- Eat dinner with guests and meal hosts.
- Help with children and meal clean up as needed.

Meal Host

You will be working with the Food Coordinator and other meal hosts to plan the menu . Please arrive at the church at not later than 5:45 p.m. with dinner or prepare the meal at the church ahead of time. Dinner will be served at 6:00 p.m.

- Put on a nametag, sign-in the volunteer logbook, and check the weekly schedule located in the kitchen for any changes from the usual routine.
- Set the tables with the help of the guests using dishes, silverware and napkins. It is recommended we use the daily glass wear and plates vs. the paper plates and paper cups for the evening meal.
- Encourage guests to hold hands in a circle and say the blessing or ask the guests if they would like to say a blessing.
- Serve the meal family style or if it's easier for you serve the meal buffet style at the kitchen counter.
- Eat with the guests and other volunteers. Enjoy this time of fellowship. Encourage guests to assist with clean up.
- During this time ask if anyone would like to make a lunch for the next day. Supplies are in the FAMILY PROMISE/IHN container and in the refrigerator in the kitchen.
- Call the "On Call Shopper" if you are out of any items needed for guests. The list is on the refrigerator.
- **Please take all leftovers home unless instructed otherwise.**

Activity Host

- Please arrive at the church at 6:45 p.m. Put on a nametag, sign the volunteer logbook, and check the weekly schedule for any changes from the usual routine.
- Your main responsibility is to show hospitality and interact with our guests. Assist parents with children's needs: helping with homework, playing games with the children, and reading stories. You may plan a special game or activity. The play area is in the nursery. There is an FAMILY PROMISE/IHN activity tote in the kitchen with games, cards, crayons, etc.
- Snacks are in the FAMILY PROMISE/IHN tote in the kitchen. Ask the parents if they want to give their children a snack.
- Bedtimes: 9:00 p.m. for young children; 10:00 p.m. for teens; and 11:00 p.m. for adults.
- Introduce the guests to the overnight hosts who arrive at 8:00 p.m. Your shift ends by 8:15 p.m., but you are welcome to stay longer.
- Write on the comment page in the notebook any notes that would be helpful to the coordinators or other volunteers.

Overnight Host

Overnight Hosts stay with guests at the church overnight.

- Please arrive at the church at 8:00 p.m.
- Bring your own bedding: sheets, blankets, and a pillow for a single bed or a sleeping bag.
- Put on a nametag, sign the volunteer log book, and check the weekly schedule for any changes from the usual routine.
- Lock the doors when you arrive. Key is in the FAMILY PROMISE/IHN manual. Key is for the doors on the lower level where you are hosting.
- Emergency numbers are posted by the kitchen phone. The first aid kit is in the kitchen.
- Enjoy spending time with our guests. You may read, play games with the families or just relax.
- Thermostat is located on the wall to the left of the stairs. The temperature is normally set at 68 degrees. If this needs to be adjusted then review the directions posted under the thermostat front cover. To adjust the temperature hold the "Hold Temp" button and push the arrow button. To return the temperature to 68 degrees push the "Run Program" button.
- Most housekeeping jobs will be done; however, clean up the kitchen, nursery and wipe down counter tops in the bathrooms before going to bed.
- Bedtimes: 9:00 p.m. for young children; 10:00 p.m. for teens; 11:00 p.m. for adults.
- Your alarm should be set for 5:00 a.m. Guests will set their own alarms.
- Mon. thru Fri., at 5:00-5:15 a.m. (or, the night before), set out the breakfast foods---cereals, bread for toast, juice, fruit, etc. Sunday mornings, everything can be delayed an hour since the van does not leave until 7:00 a.m.. Make a pot of coffee. Paper products will be used for breakfast.
- After eating, cleanup with the help of guests.
- **The van leaves KOG: M-F, at 6:00 a.m.; Saturday, at 9:00 a.m.; Sunday, at 7:00 a.m.**
- If no one from the church staff has arrived, lock the doors.

Laundry Host

You will be working with the Take-Down Coordinator. The Coordinator will contact you to confirm where and when you will pick up the laundry, as well as where to return the clean laundry.

There will be a maximum of linens for 15 guests. Linens will need to be laundered each time KOG serves as a host site.

On Call Shopper

Your main responsibility is to pick up any food or toiletry items that may be needed during the week. There is a list posted on the refrigerator. You may be contacted by the volunteer meal hosts when additional food or supplies are need.

Take-Down Crew

You will be working with the Take-Down Coordinator. S/he will meet you at the church on Sunday morning.

- A Take-Down Coordinator will call you to confirm the time to be at the church.
- Tasks should be completed in time for the first service.
- Please sign the volunteer logbook.
- Deflate and roll up mattresses. Store, clean blankets, pillows and mattress pads in plastic tubs/plastic bags. Return tubs and supplies to the IHN storage shed.
- Gather the laundry; this includes all sheets, towels, kitchen towels and rags. All laundry items will be placed in empty bins.
- Remove the curtain hanging in the window and the metal coat/towel racks and store them with the bedding.
- Vacuum the basement. Return tables and chairs to Sunday school classrooms. FAMILY PROMISE desk lamps, alarm clocks, night lights are to be placed in the FAMILY PROMISE storage closet.
- Place toys, videos, and games back in the plastic bins and return to the storage closet.
- Place all paper products and non-perishable food items into FAMILY PROMISE/IHN kitchen totes and return to the FAMILY PROMISE/IHN storage closet.
- Take down all FAMILY PROMISE/IHN signs and put in FAMILY PROMISE/IHN book.
- Check bathrooms, kitchen and fellowship hall to make sure they are clean for Sunday morning worship. Gather Clorox wipes, night light and return to the plastic tote located under the downstairs bathroom sink.
- Verify the food supplies on hand vs. what will be needed for next time we host. E-mail this list to the Food Coordinator.
- Transport the guests' personal property to the next church where they will be staying.
- Write on the comment page in the notebook any notes that would be helpful to the coordinators or other volunteers.
- Please check all rooms to ensure Family Promise supplies are removed from each room.