

Host responsibilities for various shifts with Family Promise

12:30–3:00 p.m. Sunday

The hosts here welcome the guests. They meet at the door outside of Sextons' office as the guests arrive. Once settled, the host discusses in detail the rules (all rules on sheet titled "Guest Rules") with the guests in the Community Room. The host will also give a tour of the building at this time.

3:00–5:00 p.m.

The hosts introduce themselves to the guests and are free to remain in the library for this shift. Guests can be reminded of dinner schedule.

5:00–7:00 p.m.

Dinner hosts are responsible for getting items and preparing the dinner meal for our guests. They are also responsible for clean-up. All dinner hosts have been asked to take remaining food home to avoid waste. Also, these hosts must check guest schedule so it is known if food needs to be saved for any guests/families arriving after dinner hour. They should know of any food allergies as well. Dinner hosts are invited to eat with the guests.

6:00–8:30 p.m.

Another dinner host arrives to help at 6:00 p.m. This host joins the guests for dinner and helps with clean-up. After dinner, this host may remain in the library until the end of the shift.

8:30 p.m.–7:00 a.m.

The host staying overnight has several responsibilities. While staying all night at our church, this host must wake up the guests. The host can ask the guests upon arrival if this is needed as some groups have asked hosts not to do this. This host must secure the building at night—locking the church door near Sextons' office. **Very Important** This host must unlock the door in the morning as this door remains open all day for the guests to use. The overnight host must remind the guests that they are to **all** be on the bus in the morning. The bus arrives at 6:30 a.m. (the driver's number is posted by Jenny in the library and in the volunteer book in the desk drawer—*just in case host needs to contact van driver*). When the guests depart, the host makes sure all lights are off, stove/coffee maker in kitchen are off, and shower doors are left ajar to prevent condensation. The host can now leave.

Saturday Hosts

11:30 a.m.-1:30 p.m.

Christ The King hosts leave at 11:30 and they prepare a huge breakfast. Often, our guests do not want lunch. Upon arrival, this host introduces him/herself to the guests and offers lunch if it is desired at this time. The host may then remain in the library.

1:30-3:30 p.m.

Simple hosting. All that the host must is make introductions and then return to library for the remainder of the shift.

3:30-5:00 p.m.

Another afternoon host time that requires little beyond host introduction. A reminder to the guests about dinner that night at 6:00 p.m.

5:00 – 7:00 p.m.

Saturday night dinner consists of the host ordering and securing dinner. The host should come to PCCT, ask the guests what they would prefer (Chinese, Pizza, sandwiches etc..). This host can make a salad as well for the guests if he/she so chooses. Clean-up is also part of this host's responsibility.

6:00 – 8:30 p.m.

Second dinner host arrives to enjoy dinner with our guests and to help with clean-up. This guest remains until the overnight host arrives.

8:30 p.m. 8:30 a.m.

This host staying overnight must put out laundry bags on each guests' door prior to going to sleep. This host must secure the building at night—locking the church door near Sextons' office. **Very Important** This host must unlock the door in the morning as this door remains open all day for the guests to use. The overnight host can remind the guests about breakfast on Sunday morning. This host remains until 8:30 a.m.

Sunday Morning Hosts

8:30-10:30 a.m.

This host has breakfast ready for the guests on the Sunday they are leaving. The menu is up to the host. This host also cleans-up by 10:30 a.m.

10:30 a.m. -1:00 p.m.

This is the final host time. The host remains until the guests have boarded the State Shuttle. A quick walk through the rooms can be done by this host prior to the guests leaving to make sure all belongings are with the guests. This host is also responsible for the briefcase and medical kit; they are to be placed on the van at departure with the host comment forms.

