



FFH Evening Host Responsibilities (Updated 12-02-16)

Point Person Information

All volunteers are required to fill out an online background check prior to volunteering with FFH. Volunteers will receive an email with the background check link to fill out before the hosting week. The E-Registration is easy to fill out and once registered a list is formed so you only need to sign up once. If you get to host week without having done the background check, please let a coordinator or point person know and they will help you get signed up.

Please arrive at 5:00 p.m. You may need your church key to get in. The guest families may start arriving at this time as well. Sign in the FFH green book in the kitchen.

Be aware of locations of first aid kit (kitchen cabinet above stove), AED (outside of nursery door), FFH cleaning supplies (custodian closet across from 8N), extra linens in room 8N and master key guest room codes (front pocket of FFH green book). Also, please wear a name tag (first name only). These are located in the usher closet by the coat room near the sanctuary.

The new position designated as **Point Person** can be one of the evening hosts or an additional person who is a seasoned FFH evening volunteer. This person will arrive at 5:00 to let guests and volunteers into the building and be willing to stay for the evening. Evening hosts would let the point person know about any issues or concerns that come up. The point person would communicate with an on call

coordinator should the need arise. A list of coordinators with dates of who is on call will be available in the green FFH book.

Prior to guests arriving, please make sure the doors to the narthex and nursery are closed. If it is Sunday evening, please greet the families and help them to their 3W, 5W, 6W, and 7N rooms. If it is a weeknight, begin the evening by greeting the families and meal prep volunteers. Please help set up enough round tables and chairs to accommodate the number of family members and volunteers who will be eating at 6:30pm(earlier if the meal is ready and families are present). Heavy plastic tablecloths are provided to put under high chairs or chairs of younger children to aid with clean up. Assist the meal volunteers as needed with setting the tables, getting the buffet line ready as well as drinks.

After the meal, please help the meal prep people with clearing and wiping down tables. Vacuuming may be needed. Tables/chairs can be left up and pushed to the side for the next day, especially if the fellowship hall is not needed the next day.

Please enjoy fellowship time with families before and after the meal. It is a policy for OSLC and FFH that volunteers should not be alone with any child, and the parents are responsible for disciplining their own children. If you have an evening activity planned that is great. Offer help with planned activities and playing with the children. Children need to be chaperoned with all activities and parents are to be in line of sight of their children as much as possible. Please make sure play areas are straightened up with toys put away at the end of the evening.

Encourage children and or parents to help.

The overnight hosts will arrive by 8:00 pm and quiet time begins at 8:30 p.m. Their rooms are 8N and 9N. Please give them information about your evening while they are signing in. Phone numbers for the coordinators who are on call are located near the green FFH book in the kitchen.