



FFH Overnight Host Responsibilities (updated 12-02-16)

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.

The overnight hosts relieve the evening hosts at 8:00 pm. Sign into the FFH book (green FFH book in the kitchen). When you arrive, please greet the hosts and collect any information that may be needed for the shift from the evening OSLC point person, hosts or coordinator. The coordinator's call schedule is located near the FFH book in the kitchen. You should know who to call during your night shift if you have any problems or concerns. 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), and master key guest room codes (front pocket of FFH green book).

Your rooms are 8N and 9N. There will be 2 cots as well as a lamp, flashlight and alarm clock. Bedding/blankets/pillows are not provided so please bring these from home. The families will be aware of where you are staying after the first Sunday tour/orientation. The families are staying in rooms 3W, 5W, 6W, and 7N.

Enjoy fellowship if the families are still out and about. The fellowship hall is used for evening activities. At 8:30 pm, quiet time begins and families should be in their rooms or engaged in quiet activities. Please make sure that play areas are cleaned and straightened. Ask children and parents to help, if appropriate.

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Once the families are settled in for the night, check that all external doors are locked. The nursery doors and the narthex doors are to be closed and the fellowship hall/kitchen should be picked up and ready to go for the activities of the morning.

If there are smokers, please ask them not to prop the north door open and to limit smoking during the night. If individuals leave or get back from work late, you may need to adjust times to lock them. The east main doors should be locked at 9:30-10:00 pm.

Keep in mind, OSLC hires a security person, who checks the church 2-3 times/night. Also, in the spring, the sprinklers will come on once or twice during the night.

The families will leave the church by 7 am. Please be ready at 6:30 am with their to-go bags (white lunch bags), for breakfast bars, juice, fresh fruit, yogurt and cheese sticks (These items should be labeled in the refrigerator. Other needed food stuffs can be found in marked boxes, in FFH cupboard on the south kitchen counter and the north upper cupboard labeled FFH). Please have bread, peanut butter and jelly ready for them to make lunches if they would like. In addition, the guests will likely prefer coffee so please have a pot ready to go.

If you are staying overnight on Friday, please let the families know if they can sleep in (breakfast at 8:00 a.m. and leave church by 9:00 a.m.) and whether or not a hot breakfast will be served for them by a Saturday morning breakfast crew. If you have to leave, the Saturday morning breakfast crew will clean the kitchen and see the families off.

The cleaning crew will be arriving at 7 a.m. to clean bathrooms, halls, and the kitchen but please be courteous and help to leave it as it was when you arrived. The cleaning crew arrives at 9:00 on Saturday morning after breakfast.

If you are staying overnight on Saturday night, the set-up/tear-down crew will be arriving between 7-7:30 a.m. This morning requires not only the usual breakfast

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or take out for the families but assistance in cleaning the kitchen and boxing up leftover FFH food including perishable food from the refrigerator. If you have time and energy, please assist the cleaning crew and set-up/tear-down crew.