

**Host Procedures—Overnight Hosts**

Updated 04/16/24

**General:**

Please also review the “Best Practices for Volunteer/Guest Relationships” and “Universal Precautions” sheets available on our website.

Be friendly, welcoming, courteous and flexible. Hospitality is our goal!

**Emergency Contacts:**

Police, Fire, Serious Medical Emergency dial 911 (Do not transport guests to emergency services in your vehicle.)

St. John Coordinator Team Week Leader, Leslie McGrew:

St. John Staff Contact, David Schrampfer : 920-419-8429

Facility/Alarm Issues Contact, Cliff Sieck : 360-608-2044

Family Promise Call Phone (After 5PM and weekends): 564-241-3338

**Start of Shift**

* Please enter and exit the Family Purpose area from the South door leading to the lower parking lot (to reinforce use of this door only by guests.)
* Please arrive by 9:30 PM to relieve the evening hosts. The door will be locked, so knock softly. Late arriving guests may contact you via the Family Promise Phone to be located in the kitchen—please listen for it.
* Check the whiteboard (across from the bathrooms) for important information and write your name under, “Your Hosts”

**Overnight Duties**

* One Overnight Host should remain awake at all times, taking turns with the other as desired. As the church alarm will be deactivated during Family Promise week, please make a periodic inspection of the Narthex and doors. (The Childcare area alarm will be set!)
* Cots will be set up in one of the rooms for Overnight Hosts. Please bring your sleeping bag/pillow as bed linens will not be changed. (Guests are not allowed in these rooms.)
* Additional bedding (mattress pads, sheets, pillow cases) will be stored in the pantry area if needed.
* Place out breakfast items/coffee and lunch items out in the morning for guests to take as needed/desired. Check whiteboard to see if guests like coffee.
* Unlock Family Promise South door at 6:00AM
* Overnight Hosts may wish to read, work on computers etc. in the multi-purpose area of the basement or volunteer “sleeping” area. At this point, there is no Wi-Fi in the basement.
* Guests are allowed to take showers using the gym showers. Kids should always be accompanied by an adult when they are using the showers. Showers are not to be used between 10PM-5AM.
	+ If an adult guest goes to shower, make sure there is still parental/adult supervision present for that family unit
	+ Guests must inform volunteers prior to showering. Advise guests not shower when events are occurring in Koinonia (check facility schedule in kitchen to see facility usage)

**Regarding Noise in the Basement**

* If you plan to watch something, either on your own device or the projector, ***please*** keep the volume to a minimum or use headphones. Sound echoes A LOT in the basement, so even quiet volumes sound loud. ***Guests will be staying in the adjacent preschool room, so this is especially important for this week.***
* ***Gently*** open door connecting the basement and the narthex and gently close it. Do not let it swing shut. This door is unfortunately quite loud and close to the guest rooms. Since it opens every hour due to fire checks, it can make for a long night for guests if the sound is not minimized.
* It can be a good idea to walk in socks to reduce footstep echoes in the hallway.
* Please be sensitive about noise. Especially for guests in the Lower Level West room, on the other side of the divider, sound goes right through.

**End of Shift**

* Walk through to check the bathroom and kitchen area and take out any trash to the dumpster. Lock the south door before you leave.
* If there are any supplies/snacks that need to be refilled, please contact this week’s point person, Leslie McGrew, with the items and the specific amount needed.
* Write any important notes on the whiteboard.
* **BEFORE YOU LEAVE,** make sure that lights are off and that the **oven is off.**