

FAMILIES MOVING FORWARD
EVENING HOSTS – And Saturday Hosts

4:00 PM – 9:00 PM Sunday
(5:30 PM – 9:00 PM Monday - Friday)
(6:45 AM – noon/noon – 4pm/4 – 9pm Saturday)

What to Expect/What To Do

1. Arrive at your scheduled time and enter through Education Wing entrance.
2. **Sign the volunteer sign-in book (Green)** located on the desk in the hall or in the WORK ROOM in a drawer labeled FMF
3. **Get the keys** from the FMF drawer in the workroom – red, stretchy key chain. AA4 is an Exterior door; AA1 opens the Sunday School room doors
4. **Note** anything that was written on the **Log Book (YELLOW folder)** of importance that other volunteers will need to know, and share accordingly.
5. **Unlock** the Guest Room Doors **in the presence of the guests** when they arrive.
6. **Eat dinner** with the guests – engage in conversation – please see attached “Hospitality code and Tips” from the “Families Moving Forward: Host Training Manual.”
7. Encourage families to **make their lunches** as soon as they finish eating so the food area can be cleaned up.
8. Interact with guests
 - a. Parents cannot leave without all of their children
 - i. **Families MAY NOT leave in the evening unless it has been pre-arranged through the Program Director (Sakinah). This information would be on the UPDATE LINE or communicated to Faith Lutheran Coordinators (Gretchen or Sherri). Same is true for Saturday -- Guests may call Sakinah if they feel they have an urgent need to go somewhere and Sakinah can make that decision.**
 - b. Another family cannot “babysit” another’s children, this includes “sleepover’s” in the guest rooms.
 - c. If it is decided to walk to a park, take parents along with children.
 - d. Parents should be within sight/hearing distance if children are playing outside on church grounds.
9. **8:00 p.m.** After activities and **all areas are cleaned up**, serve a **light snack** to guests. Please ensure that the Youth room, activities room, community room and nursery if used are all cleaned up. Many times these rooms are used for other things during the day and we need to leave these areas looking nice 😊 Light snack ideas are: popcorn, crackers, fruit, cheese, water is a good beverage choice.
10. Help with clean-up of areas as light’s out time gets close (8:00 to 9:00 pm)
11. When overnight hosts arrive, have one overnight host and one evening host go together to **lock all doors at 9pm** (see laminated sheet in the log-in book showing all exits that need to be locked). On Friday nights, wait until AA leaves before locking all exits.
12. **Share any information** you feel necessary with the **Overnight Hosts**
13. Make any necessary **notes in the LOG BOOK** (Yellow folder in work room)

Additional Information

FIRST AID KIT is located in the Kitchen

IN CASE OF FIRE exit building and call 911 (Meet by Faith Lutheran Sign)

IN CASE OF TORNADO, sit on floor in education Wing Hallway and cover your head

Cleaning supplies – mops, carpet shampooer, garbage bags, toilet paper and paper towels are located in closet off kitchen and Storage Electrical Room. There will also be a supply of “vomit” cleaner in the closet.

Kitchen refrigerator will have only Families Moving Forward food the week we host.

Designated Smoking area is located by bench and black chimney ashtray by Education Wing entrance.

Coffee Pot instructions are by coffee pot, please watch while it brews to make sure coffee maker spout is lined up and does not leak. Make sure pot is empty before brewing another pot, so it does not overflow.

If you have any problems, and you are not sure what to do, call **Gretchen Pierskalla 952-442-1050** or **Sherri Pierson 612-240-5982**