

Mount Calvary Lutheran Church
Families Moving Forward
Activities Host Position Description

Purpose

To play with and supervise children playing inside the church or outside in our playground, after dinner until approximately 8:30 pm.

Host Times

5:30 to 8:30pm for one evening.
Shifts during the day on Saturday.

Volunteers needed

3-4 volunteers, a youth group, or a family for each night.

Activities and Crafts

- Perhaps most importantly, be prepared to be very flexible! Activity choices often change frequently—it is best to have multiple options in your repertoire of activity and craft ideas.
- You will be supervising children playing inside the church (Luther Hall or Heritage Hall), or in other designated areas. There may be occasional time spent in the Preschool playground, but only with prior approval—check with Chris before you use the playground.
- You may bring your own favorite games, puzzles, books, or outside sports equipment, or use our supplies.
- We have various sports equipment (balls mostly), and will have an assortment of games and activities for you to use.
- You will have access to the Preschool play equipment, which is stored in the white cabinets in Luther Hall. Most nights it will be left out for us to use. If not, the key will be kept in the Overnight Host room.
- Depending on weather, we may have access to the outside playground. If you haven't heard a definitive yes or no, please confirm with Chris before bringing children to the playground.
- Children should always be supervised, whether in the gym, outside, or other activity areas.
- Please also think about providing arts and crafts as part of your activities, both for children and adults.
- In general, it is best to have several options ready for our guests—at least one should be low-key and relaxing, and at least one should be high-energy.

Mount Calvary Lutheran Church
Families Moving Forward
Dinner Host Position Description

Purpose

To provide dinner for all guest families and volunteers on duty for one evening. Meals can be prepared at home and brought to church, or prepared in our church kitchen. Menus will be pre-assigned for each evening.

Host Times

5:30-7:30pm for one evening (dinner is from 6:30-7:30pm).

Volunteers Needed

3-4 Dinner Hosts, or a family/group, per night.

Dinner Planning

3-4 Dinner Hosts or one family/group are scheduled for each night. Please contact the other Dinner Host to divide up the cooking duties. Head counts can change due to people entering/leaving the program—we will give you a head count the day before your shift. Please eat with our guests; you are included in the count, and more importantly we want them to be a part of our Mount Calvary family.

- Meals can be either prepared at home and brought to church, or prepared at church. Either way the meal should be ready in time for **dinner at 6:30 p.m.**
- Beverages to be served with dinners are in the refrigerator in room 201.
- Raw Vegetables with Dip are available in our refrigerator in room 201.
- Ice Cream & Chocolate Sauce are in the fridge/freezer, for nights we're serving ice cream.
- We will begin our meals with a prayer—if you are comfortable doing so, that is great, otherwise Chris will be happy to lead us in prayer.
- Please dine with our guests—but ask if it's ok first—some families may choose to eat alone on a given night.

Food Set Up

- Please set up the food buffet style on the serving tables in the Narthex. Also place beverages on these tables. Tables will be setup/taken down by our facility crew each day.
- Please set the dinner tables in the Narthex before our guests sit down.

Food Clean Up

- Use your judgment on any food leftovers or ask the families if they would like to use them as lunch the next day. If you feel the leftovers will not be used, please take them home with you, or leave them in the church kitchen/fridge.
- Please clean up the kitchen before you leave.

Mount Calvary Lutheran Church
Families Moving Forward
Overnight Host Position Description

Purpose

To spend time with our guests, have fun, and create a safe and home-like atmosphere in the evenings after dinner, overnight, and in the morning. Also to ensure guests are awakened, fed, and prepared before being picked up each morning.

Host Times

6:30 p.m. to 7:00 a.m. Sunday through Friday.

6:30 p.m. to 8:00 a.m. Saturday.

Volunteers Needed

2 individuals, one family, or one couple each night.

What You Will Need

You should bring a pillow, sleeping clothing, your personal sundries/toiletries, and any other personal items for your comfort.

Check in and information review

Please check in with Activity Hosts/Dinner Hosts when you arrive. Review our FMF Volunteer Manual in the Overnight Host room to acquaint yourself with confidential guest information, bus times, emergency procedures, key contacts/phone numbers, and logbook for your suggestions.

Introductions

Introduce yourself to our guests as soon as you check in. Wear your name tag at all times. Please learn the names of our guests which are posted on each of their room doors and in the FMF Volunteer Manual.

Meals

If possible, join the families for the evening dinner to get to know them as best as you can.

Play Activities

Our Activity Hosts will be handling most or all of the various activities for the families, but you are welcome to join them at any time.

Movies

There will be a TV/DVD player in Heritage Hall, along with several family-friendly DVDs. Keep an eye on it to make sure people are choosing movies that the whole group wants to watch. Sodas, water, snacks, ice cream, and microwave popcorn are in room 201.

FMF Update Line (952.767.0496)

Please call this number, in the afternoon before your shift, for any daily updates from families and FMF staff. Remember that situations may change on any particular day. The Update Line will be updated by 1pm each day. Any changes that occur after 3pm will be communicated with Chris, and he will get the information to you asap.

Key Times:

- **Suggested In Room Times:** 7:30 p.m. to 9:00 p.m. for children; 10:00 p.m. for teenagers and adults. Tell guests they can knock on your door for help.
- **Waking Up Guests:** Wake up guests at time and manner shown on the card on their door. Don't enter the guests' rooms to wake them up.
- **Bus Departure:** The bus arrival & departure times are posted by the front door, in the upstairs hallway, in the guest's rooms, and in the FMF Program Manual. Make sure the families leave for the bus as soon as it arrives. After you do a head-count, give the bus driver the "ok" to depart.

Morning Breakfast & Lunch: Cold and hot breakfast items are available in room 201. Families typically prepare their breakfast and pack their lunch (lunches should be packed the previous evening). You may help if needed.

Keys/FMF Program Manual/First Aid Kit: You will not need a master key for any of the outside doors—they will be locked by facility staff each night. Note: all doors can be opened from the inside, but will lock behind you! There will be a copy of our FMF Program Manual and a First aid kit in the Overnight Host room. If you use either, please make sure they are returned to the room. Record your comments in the log book concerning your overnight stay. Comments may include family updates, any injuries, or just things that took place on your shift that would be helpful for other volunteers to know about.

Facility Rules

The thermostat is preset and will not be changed by request. No long distance, collect calls, or 900 calls are allowed from church phones (guests often have their own cell phones so this shouldn't be an issue). No smoking is permitted in the building. Guests can smoke outside in our designated area—the door to the patio area outside of the Narthex.

Privacy & Parenting

Our guests need privacy and may want quiet time with their family. Always knock and obtain permission before entering a guest's room. Allow guests space to deal with their emotions. Parents are responsible for supervising their children, and remember that their parenting styles may be different than ours. Respect this and treat them as our guests.

Emergencies

Please see the Emergency Procedure tab in the FMF Volunteer Manual.

FMF Logbook

Please fill out the logbook in the FMF Program Manual any time you have ideas or note events, and before you leave in the morning. This is for any events or occurrences that you feel should be noted, and that the following evening volunteers and/or Chris should know about.

Contacts for Overnight Hosts

FMF EMERGENCY PHONE NUMBER

952-239-0727

If no one answers, please leave a detailed message with your name, congregation, telephone number and a brief description of the situation.

Then also call Claire DesHotels (Program Manager):

952-230-2930 (cell)

MOUNT CALVARY VOLUNTEER COORDINATOR

Chris Anderson (Host Coordinator) **763-807-2530**

Mount Calvary Lutheran Church
Families Moving Forward
Welcome Host Position Description

Purpose

To welcome our guest families in the afternoon as they arrive on the bus, and to help them with any immediate needs they may have before dinner.

Host Times

5:05pm to 6:30pm for one evening (or until 7:00pm if you stay for dinner).

Volunteers needed

2 individuals or one family.

Duties

- Greet our guests in a warm and welcoming manner.
- As guests get settled in, check with them if there are any special things they need.
- Spend time hanging out with guests—grabbing a snack before dinner, playing a quick game, or just spending time in the Community Room or lounge area.
- Let any other volunteers coming on duty (Dinner Hosts, Activity Hosts, and/or Overnight Hosts) know if there are any details they should be aware of.
- Water, sodas, and snacks are in the Community Room (room 201).

Questions

If Welcome Hosts have questions during the evening, please contact one of the two Overnight Hosts for that evening. For general questions, please contact Chris Anderson at 763-807-2530.

- Water, sodas, popcorn, ice cream, cookies, bars etc. are in the Community Room (room 201).
- Please make sure to be aware of safety issues at all times.

Caring for Children

Sometimes parents enjoy a break from their children. If you are supervising or “baby-sitting” the children during activities, please make it clear to parents what is expected (ex. only until 8:30pm, parents must be in the room, volunteers must know where parents are, etc.). Also, make sure to let the parents know where you will be (ex: “we’ll be playing in the gym.”) You are not required to supervise; Parents are always responsible for their children. Remember that parenting styles vary from family to family.

Questions

If Activity Hosts have questions during the evening, please contact one of the two Overnight Hosts for that evening. For general questions, please contact Chris Anderson at 763-807-2530.