

SET UP CREW

July 2017

- Arrive on Sunday at 1 PM. Set up should take approximately an hour.
- Prepare guest rooms: fold up tables, stack chairs & move extra furniture to edge of each room.
- Make the beds with plastic mattress covers, cloth mattress pads, sheets, pillows & blankets. Place stack of towels on table. Set out hangers on the clothes racks.
- Make the room as comfortable as possible. Each room will have the following items: cot and towels for each guest, lamp, alarm clock, hangers, disinfectant wipes and Kleenex box.
- Host Rooms (nursery and Goodness) are for use of Overnight Host volunteers. Set up SOJ's own cots (in boxes marked SOJ), hosts bring their own bedding.
- Place inserts into door windows in guest rooms and Overnight Host rooms for privacy. Use tape to secure the inserts.
- Make sure bathrooms are clean and set out toiletry baskets: Baskets with toothbrushes, tooth paste, soap, etc in Women's and Men's bathrooms, basket with soap, shampoo, conditioner and shower items in the Family bathroom. Place plastic bath mats in front of shower and hang cloth bath mats over the hand rails in Family bathroom.
- Foyer: To be enjoyed by all members of the families before and after dinner. Set up 5 tables, chairs and highchairs as needed.
- Move large white board into Foyer to record guest's schedules.
- Set out age appropriate toys and books in the Patience Classroom.
- Record your volunteer hours in Volunteers Notebook. Thank You

DINNER PREPARERS

Responsible for providing the evening meal for our guests. You will receive a list of guests and ages prior to the week of hosting. The list will include any allergies, likes and dislikes. When planning meals, please remember to include the evening hosts (2) and yourself.

- Plan to serve dinner at 6 PM. Make the guest meal at your home and bring prepared or cook at the church - the church will be open at 5 PM.
- Make and wear a name tag, available in the Volunteers Notebook in the kitchen. Review guest names and check for any notes about late guests listed in the notebook. Set aside dinners for those who will be late.
- Call everyone to dinner at 6 PM.
- Wearing gloves, individually plate food per each guest's wishes. You may enlist adult guests to help in plating dinner (wearing gloves). These new FFH guidelines are to reduce the spread of infections.
- Eat dinner with our guests and enjoy some fellowship time.
- Together with our adult guests, load and run the dishwasher, empty, dry the dishes and clean up the kitchen.
- The dishwasher is really a sanitizer. Rinse food from dishes then load and run. The soap is built-in (no need to add). It takes less than 10min to run, but does not dry. Remove racks (they'll be hot) and they can air dry on counter top pad.
- **Please take leftovers home.** Feel free to leave after cleaning up and logging your hours and any concerns in the Volunteers Notebook in the kitchen. Thank You!

Notes and Information:

- Please use the milk (chocolate & 2%) and juice provided in the refrigerator for dinner (labeled FFH).
- Everyone should wear gloves (provided) while preparing or serving food in the kitchen.
- For safety reasons, children are not allowed in the kitchen.
- **Guest drug prescriptions** may be placed in the upper locked corner cabinet to the left of the sink for the safety of the children and other guests. The key to this locked cabinet is in the Volunteers Notebook.
- Cleaning supplies for spills are in the Janitor's closet near the office door.

Guidelines for dinner:

- Make certain all items are thoroughly cooked (e.g. chicken)
- Simple meals are great, keep in mind that many of our guests are children.
- Aim for nutritious meals including all the food groups. Vegetarian meals are fine.
- Dessert is not always necessary. Many guests choose not to eat dessert so don't expend extra time making homemade desserts. Spend your efforts on healthy parts of the meal.

Some suggested menus:

Chicken legs with rice-a-roni, celery & carrot sticks with ranch dip, fruit salad

Mac & cheese

Spaghetti pie

Pasta Bake

Spaghetti and meatballs

Potato bar, salad and dessert

Slow-cooker barbeque chicken on buns

Baked ziti, salad and garlic bread

Pork chop casserole and salad

Lasagna, salad

Stuffed shells

Chicken casserole

Chili and cornbread

Ham and Cheese casserole

Tater Tot casserole

Pizza

EVENING HOST

Your main purpose is to open the church by 4:45PM and assist in making our guests feel welcome and at home at Spirit of Joy.

If you do not have a church key, contact one of the SOJ Evening Host coordinators: Paula Flagel (970-282-9344, pemfl5@comcast.net) or Karla Fossoy (970-218-4119, kkfossoy@hotmail.com) for the code to the lockbox outside Pastor's door which contains a church key. Please return the church key to the lockbox after opening the church. There is a **church key in the Volunteers Notebook** in the kitchen for your use during the evening.

- Arrive at 4:45 pm entering through the outside door by the office (it's easier to open from the outside). Unlock this door using Allen wrench hanging on the wall.
- Unlock the church front doors (use key to lock bar in recessed/unlocked position).
- Unlock guest rooms. Unlock the nursery and Goodness for the Overnight Hosts.

- Wear a name tag, available in the Volunteers Notebook. Review guest names and check for any notes about late guests listed in the notebook or on the white board in the Foyer.
- Greet guests as they arrive between 5 – 5:45 PM.
- Eat dinner with our guests and enjoy some fellowship time.
- After dinner, either assist with clean up or (with parental permission) interact with the kids in Foyer while parents take part in the clean up.
- When the overnight hosts arrive (8pm), introduce them to guests who are still in the common area. After that, you may leave.
- Record your hours and any feedback in the Volunteers Notebook. Confirm that the church key is in the Volunteers Notebook. Thank You!

Notes & Information

- **Emergency numbers** are in the Volunteers Notebook in the kitchen and in each of the Overnight Hosts rooms (nursery and Goodness). Call the SOJ Coordinator (970-286-4947) with any problems or in an emergency call 911 first.
- **Guest drug prescriptions** may be placed in the upper locked corner cabinet to the left of the sink for the safety of the children and other guests. The key to this locked cabinet is in the Volunteers Notebook.
- For safety reasons, children are not allowed in the kitchen.
- Adult guests and hosts should wear gloves when handling any food in the kitchen.
- Always ask parents' permission before offering food, activities or other things to their children.
- DO NOT intercede with parents disciplining of children, unless it is life threatening. If you notice any behavior that you think is inappropriate, make a note of it in the Volunteers Notebook and the Coordinator will notify the Program Director.
- Your main responsibility is to show hospitality and interact with our guests as appropriate. **Volunteers are not babysitters; parents are required to keep their children within 'line of sight' at all times.**
- Guests may use the locked west door at the end of the hall, propped open with a stone, to go outside to smoke at night.
Fire extinguishers are in the Foyer to the right of the sanctuary doors, outside the Peace classroom and in the office. Each room has smoke detectors; CO detectors are in the hall.

OVERNIGHT HOSTS

Your primary responsibility is to assist the guests in turning in for the night and to be available in case of any night-time emergency. You may use the nursery or Goodness to sleep in. Please bring your own twin size sheets, pillow, comforter or sleeping bag, and alarm clock; cots are supplied.

- Arrive at the church by 8:00 PM and let the Evening Hosts know you have arrived.
- Wear a name tag, available in the Volunteers Notebook in the kitchen. Sign in and review guest names and check for any notes about late guests listed in the notebook.
- Introduce yourself to any guests who are still up and enjoy spending time with them. If guests have gone to their rooms, do not disturb them; their rooms are their private spaces.
- Quiet time begins at 10 PM. Turn off lights, lock all doors (verify that back doors are locked) and check that guests are settled in their rooms.

- Your alarm should be set so you can have coffee made and breakfast/lunch items set out for guests by 6:00 AM. Remember food items that may be in the refrigerator.
- Guests set their own alarms, but if needed, knock on each door (**not earlier than 6:30 AM**) and make sure folks are awake and getting started.
- **Families to leave SOJ by 7 AM all mornings except Saturday when they may leave at 9 AM**
- Check that the kitchen, bathrooms and foyer are clean; (guests should pick-up after themselves). Empty the coffee pot. Return breakfast & lunch items to the kitchen counter.
- On Sunday morning, remind guests to strip and pile their bedding by their door.
- Log hours in the Volunteers Notebook. Note any problems or concerns in the notebook.
- Lock all guest rooms, host rooms and all outside doors using the church key found in the Volunteers Notebook. Verify that the church and prescription cabinet (see below) keys are placed back in the Volunteers Notebook.

Notes & Information

- **Emergency numbers** are in the Volunteers Notebook in the kitchen and in each of the Overnight Hosts rooms (nursery and Goodness). Call the SOJ Coordinators (970-286-4947) with any problems or in an emergency call 911 first.
- **Guest drug prescriptions** may be placed in the upper locked corner cabinet to the left of the sink for the safety of the children and other guests. The key to this locked cabinet is in the Volunteers Notebook.
- For safety reasons, children are not allowed in the kitchen.
- Adult guests and hosts should wear gloves when handling any food in the kitchen.
- Always ask parents' permission before offering food, activities or other things to their children.
- DO NOT intercede with parents disciplining of children, unless it is life threatening. If you notice any behavior that you think is inappropriate, make a note of it in the Volunteers Notebook and the Coordinator will notify the Program Director.
- Your main responsibility is to show hospitality and interact with our guests as appropriate. **Volunteers are not babysitters; parents are required to keep their children within 'line of sight' at all times.**
- Guests may use the locked south door across from the women's bathroom, propped open with a stone, to go outside to smoke at night.

Fire extinguishers are in the Foyer to the right of the sanctuary doors, outside the Peace classroom and in the office. Each room has smoke detectors; CO detectors are in the hall.

TEAR DOWN CREW

- Arrive at 7:00 AM on Sunday and finish by 8:00 AM.
- Tear down the cots and wipe the vinyl mattresses, pack-n-play/cribs and cots with disinfectant wipes.
- Load the cots into the FFH trailer along with any of the guests' belongings that they would like moved to the next church in the trailer. Load all the cots and pads first. The trailer will be completely full.
- Gather the laundry. This includes all sheets, plastic mattress covers, mattress pads, pillow cases, pillow covers, towels, blankets, plastic bath mats, kitchen towels and washcloths. If possible, group laundry by rooms, keeping the sheet sets together.

Place in the labeled black plastic bags (wet things on top) for the Laundry volunteers.

- Place stripped pillows in large cloth bags. Place lamps, alarm clocks, hangers and window inserts (6) in storage bins.
- Put baskets with toiletries from the bathrooms into storage bin.
- Put toys in storage bins to be cleaned and disinfected later.
- Vacuum rooms. Move all furniture to its original position.
- Clean bathrooms, kitchen and Foyer. Use buckets with FFH cleaning supplies and gloves.
- Wipe all door handles with disinfectant wipes.
- Store all FFH non-perishable foods and kitchen items in the cupboard labeled 'FFH' (bottom cabinet to the right of the coffee maker).
- Gather perishable food items in box (Food Coordinator will handle disposal) and dispose of unusable food items such as open milk, etc. Clean counters.
- Confirm that the kitchen, bathrooms and guest rooms are clean and tidy.
- Store cleaning supplies in plastic buckets.
- Store all supplies in first room of the modular.
- Place laundry bags in church office for pick up by Laundry volunteers.
- Sign your name and log your time in the Volunteers Notebook. Note any problems or concerns in the notebook.

LAUNDRY VOLUNTEERS

- Please pickup dirty laundry bags labeled with your name in the church office.
- Wash, dry and fold. Use hot or sanitize settings on your washer and dryer.
- Return laundered items to the church office within a week. Thank You!

PRIMARY COORDINATOR

- Welcome guests at Sunday orientation meeting
- Remain on call during host week to solve problems and make decisions
- Act as liaison to FFH Steering Committee
- Train volunteers
- Create and maintain Volunteer Guidelines
- Submit announcements about host week for newsletter, Sunday bulletins and Foyer video display
- Assist with volunteer recruitment, scheduling and support
- Enlist and work with assistant coordinators
- After the hosting week, recognize and thank volunteers during service

BREAKFAST/LUNCH COORDINATOR

Prior to each rotation, purchase perishables for breakfast and lunches-to-go, such as:

- Milk (2% and chocolate)
- Juice
- Cereal
- Peanut Butter and Jelly
- Bread/Bagels/etc
- Butter/margarine
- Fresh Fruit – for example bananas, grapes, apples or oranges
- Juice boxes

- Milk boxes
- Raisin boxes
- Breakfast/granola bars
- Chip bags

Before each rotation, you will be advised of the number of guests and ages of children to help you determine the quantities needed.

- Deliver perishables to church kitchen by Sunday
- Post list of lunch food items available
- The Primary Coordinator will contact you once or twice during the week if the food supplies need to be replenished.
- Turn receipts into the SOJ office for reimbursement.
- Keep track of all your time – travel, shopping, etc – and record it in the Volunteers Notebook in the kitchen.

SET UP COORDINATOR

- Organize bedding by family and place in each family's room before Setup Crew arrives.
- Make sure trailer is available and unlocked.
- Put a welcome sign on each guest door, listing the name of the family and family members.
- Lock the cabinets in the guest rooms (key in volunteer notebook).
- Place a copy of host site guest guidelines in each room.
- Post Guests' names in kitchen. Post lists of daily volunteers outside kitchen.
- Place an Emergency Info sheet in each Overnight Host room. Set out Volunteers Notebook in kitchen to log volunteer time, incidents and guest information.

TEAR DOWN COORDINATOR

Prior to Tear Down, coordinate with contact from next church on rotation for delivery of trailer. Arrange for vehicle with hitch to move trailer.

- The Laundry Coordinator will have large plastic bags labeled with the Laundry volunteers' names in the kitchen prior to Tear Down.
- Assist guests with move-out Sunday morning by 7:00 AM
- Designate someone to supervise packing the trailer.
- Get buckets with FFH cleaning supplies out of the modular storage room.
- Supervise Sunday cleaning of bathrooms, kitchen, foyer, classrooms and nursery by 8:00 AM.
- Unlock the cabinets in the guest rooms (keys in Volunteers Notebook).
- Take down all FFH signs from guest rooms and kitchen area. Check that door window inserts are removed and placed with supplies for reuse.
- Supervise packing and return of supplies to first room of modular.
- Give the FFH cell phone, charger and a written description of the guests' room setup preferences to the person delivering the trailer to hand them off to the next church's contact.
- Log your hours, including coordination time, in Volunteers Notebook in kitchen.

WEB PAGE COORDINATOR

- Update Signup Genius page for each rotation
- Email signup link to volunteer pool
- Assist with volunteer recruitment, scheduling and support

LAUNDRY COORDINATOR

- Have large plastic bags labeled with the Laundry Volunteers' names available in the kitchen for Tear Down on Sunday morning.
- Move clean bagged laundry into the modular storage room as it is returned to the church office by the Laundry Volunteers.

SUPPLIES COORDINATOR

After the hosting week

- Wash and sanitize toys. Sanitize pillows.
- Organize bedding and supplies after cleaned laundry has been delivered back to the church
- Purchase or arrange donation of any needed supplies – Kleenex, cleaning supplies, etc.
- Submit item for bulletin/newsletter if more toiletries are needed
- Log your hours, including coordination time, in Volunteers Notebook in kitchen.

PUBLICITY / SIGNAGE COORDINATOR

- Submit newsletter article for issue the month of the rotation
- Submit weekly Sunday Bulletin announcements calling for volunteers
- Coordinate with SOJ staff for announcements through Weekend Update emails
- Update as needed and print copies of the SOJ FFH Emergency Procedures and the SOJ FFH Guest Orientation guidelines
- Complete new Family Fact Sheet with guest names & ages and print copies for Volunteers Notebook and Coordinator's Notebook
- Print copy of guest families profiles for Coordinator's Notebook
- Assign families to rooms and print welcome signs for outside of rooms with guests' names
- Print list daily volunteers signs for outside kitchen, sign with guest's names & ages for inside south kitchen door, page with guest names for Volunteers Notebook, cover page for Volunteers Notebook
- Arrange to get signs to Set Up Coordinators
- Check that enough nametags are in the Volunteers Notebook
- After the hosting week, thank your volunteers in church bulletin or newsletter