

**Families Moving Forward**  
**at**  
**University Lutheran Church of Hope**

**Job Descriptions**

*December, 2009*

## **Evening Hosts**

Time: 5:30 - 9:00pm

Go to the host room, put on a nametag and read through the logbook. Check for special instructions, evening activity supplies, and for the number of coffee drinkers.

Before the guests arrive, please set the tables for dinner and mix up a couple of pitchers of frozen juice.

Greet the guests and introduce yourselves. As needed, show them to their rooms.

After dinner, assist with kitchen clean up or play with the children at the activity table in Fellowship Hall or in the nursery as needed.

Help with evening activity. Serve a snack after the evening activity at 8:00 or 8:30. Read a story if appropriate at 8:45. Parents are responsible for their own children after the evening activities.

In-room bed times are 9:00pm for children up through age 12, 10:00pm for all other children, and 10:35pm for the adults. Straight and lock the nursery by 9:00pm.

Record your comments regarding your experience that evening, i.e., what worked well and what didn't, in the logbook in the music room before you leave. Give your keys to the evening coordinator.

## **Evening Coordinators:**

**Time: 5:00pm - 9:30pm**

Sometime after 3:00pm, call the FMF update line (763-231-6474) to find out if the number of guests will be different for the evening. That is, who will not be there for dinner and/or overnight and whether anyone will be arriving late.

Pick up 2 sets of keys in the envelope in the FMF mailbox in the Mail Room. Please close the copy room door after you get the keys so it is locked for the night.

Go to the host room, put on a nametag and read through the logbook. Check for special instructions, evening activity supplies, and for the number of coffee drinkers.

Unlock the guest rooms, nursery and youth room. Just before dinner is to be served, turn on the dishwasher and allow it to heat up (follow instructions provided).

If there are pre-teen and older children, move the FMF ping-pong table from the FMF storage room (at the south end of the Youth Room) and set it up on top of pool table in the Youth Room with paddles and balls.

Greet the guests and introduce yourself. As needed, show them to their rooms.

Call guests when dinner is ready. Ask if anyone would like to say the table prayer. Announce the evening activity and who is helping with the activity and with kitchen clean up. After dinner, run the dishwasher and put clean dishes away. Turn off the dishwasher.

**Sunday evening coordinator**, please meet with the parents following the evening meal and give a welcome letter to each family. Go through the highlights of the letter and point out the location of the rooms they may use. Ask them if they have any particular foods they would like to have for lunches and/or snacks for the children.

Snacks should be served and lunches made between 8:00 and 8:30, depending on evening activity. Story time should be at 8:45 if possible.

In-room bed times are 9:00pm for children up through age 12, 10:00pm for all other children, and 10:35pm for the adults. Lock the nursery at 9:00pm.

Check the food supplies, especially the lunch supplies, and if anything is needed, please call Becky Halvorson at (612) 721-4286.

Record your comments in the logbook before you leave and give your keys to the overnight coordinator. Leave the envelope for the keys on the table in the host room

Whenever a new family arrives, please go through the Sunday evening instructions with them and give them a welcome letter.

You are responsible for making sure that the overnight hosts get 2 sets of keys, and for giving them a report on the evening, any special instructions, the list of wake-up calls and the number of morning coffee drinkers.

**Emergency Information:**

For any medical emergencies and/or acts of violence, call 911 immediately. Please note we have a telephone in the library. It is for host use only. Guests may use the phone in the kitchen. The library phone extension is 20. All incoming calls WILL ring.

For medical problems, consult the family's health information form in the back of the logbook.

Any other concerns, please call Bryan or Jo.

***Thank you!***

## **Overnight Hosts**

Time: 9:00pm - 6:30am

Mattresses, bedding, a pillow and an alarm clock are provided, but you may wish to bring your own sleeping bag and pillow.

Park your car across from the north parking lot entrance.

Store your items in the host room in which you will be sleeping (Music Studio or Conference Room).

Get a report on the evening, any special instructions, and information on wake-up calls and number of coffee drinkers from the evening hosts.

Meet the guests who are still up. Tell them which room you are staying in and that they are free to knock on your door in case of an emergency. If any of the overhead room lights are on, ask the guests to turn them off and to use the lamps in their rooms.

In-room bed times are 9:00pm for children up through age 12, 10:00pm for all other children, and 10:35pm for the adults.

At 10:00pm, lock and check all outside doors, lock the nursery, be sure the ovens and dishwasher are turned off, turn off kitchen lights and main hallway lights. Please leave on the bathroom lights and the stairwell lights at the south end of the hall. Put ping pong table, balls, and paddles in the storage room.

At 10:35pm, turn off TV and lock the Youth Room.

At 6:00am (or 7:00am on Saturday), unlock the north doors and let in the breakfast hosts. Give them any special instructions and the number of coffee drinkers for the morning.

Wake guests as requested.

Record your comments in the logbook and give the 3 sets of keys and the envelope for them to the breakfast hosts.

***Thank you!***

## **Dinner Preparation**

Please include FMF guests, evening hosts (listed on the FMF schedule), and yourselves in the dinner count. We usually have the guest list by the Thursday before the guests arrive and will call you with a guest count and any food restrictions. We will also call to inform you of any changes in numbers during the week.

- \* Dinner responsibilities include main course and dessert
- \* You will be notified if there are any dietary restrictions
- \* You may prepare dinner at University Lutheran Church of Hope or at home
- \* Dinner is served about 6:15pm
- \* Dinner is served buffet style
- \* Evening hosts will set the tables
- \* Guests and evening hosts are responsible for clean up
- \* In order to ensure variety, it is important that menus are recorded on the volunteer sign-up sheet the week prior to hosting
- \* If you cannot be there for dinner, please drop off the food with any instructions necessary for heating or serving, and contact the evening coordinator

### Meal suggestions

(NOTE: Out-of-the-ordinary dishes do not go over very well. Also, we often have guests who do not eat pork, so it's best to avoid that.)

Barbecued Chicken  
Fried Chicken  
Hamburgers/hot dogs on the grill (grill in the court yard)  
Tacos  
Spaghetti and salad  
Meat loaf, potatoes, veggies  
Chili, corn bread  
Meat and potatoes  
Hot dish and fruit salad

If you have any questions regarding dinner preparation for FMF, please contact Becky Halvorson at (612) 721-4286.

***Thank you!***

## **Breakfast Hosts**

Time: Weekdays: 6:00 - 7:30am. Bus arrives at 7:00am. University Lutheran Church of Hope administrator.

Saturday: 7:00am - 9:30am  
Make hot breakfast - serve at 8:00am  
Bus arrives at 9:00am

Suggestions for the Saturday hot breakfast:  
pancakes  
eggs and bacon  
waffles

An overnight host will let you into the church at 6:00am. Ask the host how many coffee drinkers there are and make coffee accordingly.

On serving table, set out bowls, plates, glasses, coffee cups, utensils and the toaster, if needed. On weekdays, set out cereal, bread, milk, juice and any other breakfast items you see.

Help the children get their breakfast.

Remind guests to take their lunches (which they made the night before).

Get two sets of keys from the overnight hosts before they leave.

Clean up the breakfast area and kitchen. Clean and stack dishes by the dishwasher to be washed by the evening crew.

Lock the guest rooms.

Record your comments in the logbook in the host room (choir room on upper level).

Lock the north door of church before you leave unless staff have arrived.

Place the envelope with the two sets of keys in the FMF box in the mail/copier room.

If you have any questions regarding breakfast preparation for FMF, please contact FMF food coordinator, Becky Halvorson (612) 721-4286.

***Thank you!***

## **Set-Up Crew**

Arrive at 10:45am on the first Sunday of FMF week.

Get mattress pumps from the FMF storage closet (next to youth room on the first floor) and inflate mattresses.

Set up the guest and the host rooms (music studio and conference room) with alarm clock, lamp, towels, washcloths. Make beds. Please let Jo or Bryan know if we need additional clocks, lamps, etc.

Check guest list for rooms with children under two years of age and set up a porta-crib for them. The church owns two and Jo/Bryan will make arrangements for obtaining additional cribs if needed.

***Thank you!***

## **Tear Down Crew**

Meet at church at 7:30am on the last Sunday of FMF week.

Put all bedding and towels in the laundry bags and leave them in the second floor hall near the north stairs.

Deflate the beds and return them, the lamps, clocks, etc. to the FMF storage room (south end of Youth Room).

***Thank you!***

## **Laundry**

Laundry may be picked after 9:45am on the last FMF Sunday. Please take two bundles. Laundry will be found on the upper level near the north stairs.

Wash, dry and fold items.

Return them to church and put them into the designated locations in the FMF storage area (south end of the youth room). Please sort on shelves by fitted sheets, flat sheets, pillowcases, & mattress pads. If the FMF storage area isn't open, please leave them in the church office with a note saying FMF clean laundry. Please let a Coordinator know if you find any items that should be tossed or that you did toss.

***Thank you!***