

FAMILY PROMISE

SAINT JOHN'S LUTHERAN CHURCH

Procedures for Family Promise Host Weeks

Family Promise is a community ministry which provides a temporary home for families who have found themselves without a place to live. The ministry provides its guests with support services, such as career and financial counseling, through the efforts of Family Promise staff. The ministry provides its guests a temporary place to call home through the efforts of local congregations, who provide lodging and meals for one week at a time.

St. John's is a Host Congregation, which means that families stay in the St. John's building during our host week. Support congregations (at this time St. Mark's Chapel and St. Peter's Roman Catholic) help provide volunteers to serve as host and provide meals while the families are staying at St. John's.

The following is a job description for the various volunteers needed for a Family Promise host week.

MISSION STATEMENT: To provide a safe environment for our Family Promise guests and their children during their time in our church.

CHAIRPERSON(S): Oversee all areas of responsibility; ensure that all necessary areas needed to fulfill the assigned time frame are filled with reliable individual(s). Make sure that all sleeping arrangements are properly made, meals planned and provided at the appropriate times. Ensure that any special needs for guest are fulfilled. Make sure reports and daily logins are completed, and correspond with the support Churches and/or Family Promise. Conduct any training needed for new helpers, and refresh past helpers in any way needed, or of any changes that may arise. Ensure that a log book is available for all support people to log in when they arrive and again when they depart, and any other important information that needs to be passed on. All important numbers needed will be listed in the front of the log book.

TRAILER PICKUP: Ensure that an individual is assigned that has the proper equipment to pick up the Family Promise trailer and deliver it to the church. Make this individual aware of the place of pick up, time, and any point of contact needed.

SET UP CREW: Ensure enough able bodies are available to set up each room(s) needed for families and overnight host after the second service on the first day of Family Promise. This time is normally about 12:30 PM on Sunday. This will be completed prior to 3:00 PM on first day of Family Promise.

EVENING HOST: Ensure that both a Male/Female hosts are assigned to be present at the church from the hours of 5:00 to 8:30 PM. They will be responsible to unlock necessary door(s), greet the families when the van arrives, and oversee anything that may arise prior to the overnight host arriving. The evening hosts will be part of the dinner guest. **ALL SUPPORT INDIVIDUAL(S) WILL ENSURE THAT THEY SIGN IN AND OUT IN THE LOG BOOK LOCATED IN THE KITCHEN, AND ANY IMPORTANT INFORMATION IS RECORDED!!!!**

DINNER HOST: Will be asked to prepare a meal for up to 15 to 20 people, and have the meal at the church and ready to serve no later than 6:30 PM, unless otherwise instructed. The chairperson will pass on exact information about the number of guests as soon as that information is received from Family Promise – usually the middle of the week prior to our host week. The dinner host will also ensure cleanup is completed prior to their departure. Any special food needs will be addressed prior to the menu being set. **ALL SUPPORT INDIVIDUAL(S) WILL ENSURE THAT THEY SIGN IN AND OUT IN THE LOG BOOK LOCATED IN THE KITCHEN, AND ANY IMPORTANT INFORMATION IS RECORDED!!!!**

OVERNIGHT HOST(S): These duties require the individuals be a married couple or two individuals of the opposite gender. If it is two individuals, separate rooms will be provided for sleeping arrangements. The overnight host(s) should be present from 8:30 PM until 7:00 AM the following morning. They are to ensure the families receive a quiet and peaceful evening, to help ensure the safety of the guests and the church, and make sure all families are awakened by 6:00 AM to depart the church by no later than 6:45 AM. Once the van has picked the families up and departed the overnight host will ensure the building is secure and the alarm is set before departing. **ALL SUPPORT INDIVIDUAL(S) WILL ENSURE THAT THEY SIGN IN AND OUT IN THE LOG BOOK LOCATED IN THE KITCHEN, AND ANY IMPORTANT INFORMATION IS RECORDED!!!!**

TAKE DOWN CREW: These individuals will need to be at the church no later than 6:15 AM on Sunday morning on the last day of Family Promise. They will assist the chairperson(s) in the tear down of all the rooms used for Family Promise, load the trailer for delivery to the next support church, gather up all linens and place them in the appropriate bags for pickup, and placed all items used for Family Promise back into storage. Once rooms are emptied they will be vacuumed and set back up for the church Sunday school classes' use.

NON-PERISHABLE FOODS/BAG LUNCH ITEMS: Will be provided by anyone who has a kind heart and wants to share it with our needy guest. These items can be brought to the host church on the first day of Family Promise or any day during Family Promise. **ALL SUPPORT IS GREATLY APPRECIATED.**

LAUNDRY SUPPORT: After the Family Promise host week is completed, the individual(s) will pick up the soiled laundry, clean it, and return to the church.