

Evening Hospitality Hosts

1-1-15

THANK YOU for offering to serve as an Evening Host to our Salem Interfaith Hospitality Network guests from 5:30 to 8:00 p.m., on _____. We hope this sheet answers all your questions. However, if you have any questions or concerns at any time, please call Interfaith Hospitality Volunteer Coordinator, Jim Apollonio 405-501-5018 cell).

As Evening Hospitality Host, you represent St. Paul's in making our guests feel at home and that they follow the Guidelines for Interfaith Families. **Please review these Guidelines** when you arrive, even if you've read them before. They are posted in the kitchen and on the bathroom doors on the second floor of the classroom wing. Remind adult guests if a Guideline is not being observed. If the behavior persists, remind the guest that compliance with church policies is a condition to remaining in the Interfaith Network. If it still persists and the deviation is causing injury, danger, or damage or is disturbing others, call Jim Apollonio.

Please do the following:

Upon arrival, locate our guests, introduce yourself and welcome them. Guests generally will be at the chapel door, in the dining hall or the gym or in their rooms on the second floor of the classroom wing. Then introduce yourself to our Dinner Hosts, who should be in kitchen, and ask if there is anything they need. Interfaith Hospitality information, including guest policies, should be posted on the door of the closet inside the kitchen next to the pass-thru window. Church keys should be in a bowl in the steel cabinet over the triple sink in the kitchen and should be returned after use. Lights in the Parish Hall next to the kitchen should be left on until the families go to their rooms.

As an Evening Host you will join the guests at dinner and socialize with them during the course of the evening. You may wish to just talk or plays games with some or all of the guests or offer to help guest children with homework. The Youth Room upstairs serves as the families' common room, and they (and you) are welcome to use the TV. The Overnight Hosts will also sleep in this room.

Parents are the primary supervisors of their children, regardless of age. **Pre-teen children should be watched at all times by at least one responsible adult.** If you are watching a guest child, please clearly inform the parent(s) about what you will do and when you will be watching the child.

Common areas available for guests to hang out are the upstairs Youth Room, the gym (when available) and the Parish Hall. Other areas are not available, including the "all-purpose" room on the west side of the lowest level. Children may play in the gym on nights when the gym is not in use, with parental supervision. They may use toys in the storage chest. Lights should be turned off when rooms are vacant. There is a collection of G-rated videos in the cardboard box in the Youth Room.

Please do not leave until you have seen the Overnight Host, who arrives at 8:00 p.m.

Dinner Hosts

1-1-15

THANK YOU for offering to prepare and serve dinner to our Salem Interfaith Hospitality Network (SIHN) guests on the evening of _____. Please arrive in time to serve dinner by 6:00 p.m. Usually, that means arriving by 5:30. Our Evening Hospitality Hosts may join the guests and you for dinner.

A few days before you serve, Food Coordinator Barb Dakopolis (503-363-9930) will call to tell you how many guests and hosts we have to feed and about any special dietary needs. You may call Barb or Jim Apollonio (Volunteer Coordinator 405-501-5018) with questions or concerns.

Resources for dinner:

You may complement your entrée and side dishes with bread, coffee, and cookies on the kitchen counter next to the pass-thru window and milk, butter, juice and salad dressing located in the refrigerator. In fact, you may use any *non-stale* items in the fridge that are not labeled for another purpose.

There are water pitchers in the overhead cabinet to the left of the pass-thru window and napkins and condiments should be located on the counter. Plates, silverware, and bowls are in the large cupboard to the right of the dishwasher/sanitizer. Dinner glasses are in the cabinet above and to the right of the sink. Serving utensils, aprons and pot holders are in the drawers under the long window or next to the sink.

Setup:

Please thoroughly wash your hands before handling food. Set up the sanitizer (dishwasher) to run immediately because it takes time for water heat up for use. Directions for operation are on the front of the sanitizer. One scoop of detergent placed in the bottom tub of the sanitizer should be enough to clean the evening's dishes.

Place drinks and fresh fruit and vegetables in the fridge on the small table in the Parish Hall next to the pass-thru window. Drinks typically include a large pitcher of water, a gallon of milk and enough glasses for those expected to eat. Put out juice only if it is requested. If there is not enough juice, you may use concentrate in the freezer. For desserts you may use the smaller glass plates that are down low in the same cabinet as the regular dinner plates. You may set out individual servings or set up for self-serve.

Serving dinner:

We usually serve dinner buffet-style at the pass-thru window, but you may serve guests at their tables. If a buffet, serve the entrée and side dishes from the pass-thru counter. If not, you may place entrees and side dishes on the dinner tables. Salad dressing, silverware, plates and napkins can either be placed on the counter or set on the tables. Announce that dinner is ready. If you are comfortable doing so, you may lead everyone in a prayer or ask if one of the others would like to do so.

Clean up:

Please rinse all food off the dishes and run them through the sanitizer. Clean the tables and the kitchen counters with bleach water, and sweep the floor. To avoid a

Please do not put any leftovers of food you prepared in the refrigerator, unless it is a plate for a guest arriving later. Either take leftovers home or throw them out.

Overnight Hosts

1-1-15

THANKS for offering to serve as an Overnight Host from 8 p.m. on _____, until 6:30 a.m. the next morning. Below is some relevant information. However, if you have any questions or concerns at any time please call St. Paul's Interfaith Hospitality Network (SIHN) Volunteer Coordinator, Jim Apollonio 405-501-5018)

Your room is the youth room on the second floor. That's the room with the big-screen TV and couches. This room also serves as the families' common room. They (and you) are welcome to use the TV, but at 10 p.m. all families are to return to their rooms.

There will be a mattress for you. **You will need to bring bedding, a pillow, and an alarm clock.** If there is a second host who is not sharing the room, he or she may use the Family Room (the "cry room") at the end of the hall. There will be a mattress in that room.

As a representative of St. Paul's Church, you extend the hospitality of our church to our Interfaith Hospitality guests and ensure that they follow SIHN and church policies.

Please do the following:

Upon arrival, meet the Evening Hosts for an update about the guests and how the evening has gone. Also, pick up the church keys, either from the Evening Host or from their hiding place in the kitchen.

Read and be familiar with the Guidelines for the Interfaith families that are posted in the kitchen, on the bathroom doors on the second floor of the classroom wing or in the 3-ring notebook in your sleeping room. Remind family members of a rule if they are not observing one. If misbehavior persists, remind them that compliance with a church rule is a condition for remaining in the Interfaith Network. If misbehavior persists and threatens or causes injury, danger, or damage or seriously disturbs others, call Jim Apollonio.

Guests should be in the building by 9 p.m., in their rooms by 10 and quiet by 11. A private security company will check the building between 9 and 10 to assure that all doors are locked.

However, about 10 p.m., please check to confirm that the door near the chapel is locked. If it is not, please lock it by inserting the hexagonal key on the key ring into the hole on the inside door handle and rotating it until the handle releases fully. Also, make sure that all lights, except monitor lights, are turned off in the Parish Hall, Steinberg Hall (the gym) and on the second floor where the guests are staying. Please close any office doors on the second floor. Leave the kitchen unlocked, if guests have arranged to come in after 10 or need access during the night.

Please make sure the chapel door is unlocked by 6 a.m., weekdays, or 7 a.m., weekends, so that the breakfast hosts can enter the church.

Wake guests at 6 a.m. Monday through Friday and 7 a.m., Saturday and Sunday.

Check with the breakfast hosts to make they have everything they need. **Before leaving, return the church keys to the bowl in the steel cabinet above the triple sink in the kitchen.** You may leave by 6:30 a.m.