

St. John's Family Promise Host Week Schedule

Set Up on First Sunday of Family Promise Week

A trailer containing the Family Promise rolling beds and guest storage containers usually arrives on Sunday morning before the 8:30 service. Pre-host week set up can therefore start during coffee hour, and continue after the 10:30 service

There can be as many as 4 families and 14 individuals participating as guests in Family Promise – which means moving as many as 14 beds from the trailer into the church. No training is needed for this volunteer job – just strong backs.

If there are extra Family Promise beds for the use of overnight hosts, those beds will be set up in the Guild Room. If there are more than 12 guests, the Volunteer Coordinators will need to provide air beds or mattresses for the use of Overnight Hosts.

Set-up should be finished by 1 pm Sunday.

A sign will be placed on the designated “Family Promise” refrigerator. Dinner hosts/preparers should feel free to use condiments and other items (e.g. juice and milk) in that refrigerator when preparing and serving meals. Guests should also feel free to help themselves to drinks, snacks, or left-overs from the “Family Promise” refrigerator and basket on counter labeled “Family Promise.”

Evening Schedule

4:45 – 5:00 pm: Volunteer Coordinator arrives. Dinner preparers/hosts arrive with food by 5 p.m., so dinner is ready to serve at 6:00pm. Untrained volunteers are welcome to provide food for dinner – but need to arrive with the food by 5:00 and leave before the guests arrive at 5:15.

5:15 -- 5:30 pm: Guests arrive. Family Promise provides transportation in a van, but some families may provide their own transportation. Families who provide their own transportation should follow the same schedule as the van, unless prior notice has been provided to the Volunteer Coordinator, who will let the dinner and overnight hosts know.

On Sunday, the Volunteer Coordinator and Dinner Hosts welcome guests, help guests move in and set up sleeping areas, and the Volunteer Coordinator will provide a building tour and orientation, including going over Loving Reminders. On other nights, the Volunteer Coordinator will welcome guests and introduce them to the dinner hosts. Guests (especially children) may want to assist with setting the table, and will need to be supervised by a parent while doing so. Unless the Volunteer Coordinator is also serving as dinner host, he or she should leave before dinner.

6:00 pm – Dinner Time

Dinner should be ready to serve, and guests should be seated at the table. Depending on the number of guests, and ages of children, dinner hosts may want to serve from the counter in the kitchen or serve family style around the table. Volunteers should be informed, in advance, of guests who will be late for dinner, so a plate of food can be left in the “Family Promise” refrigerator for those guests.

After Dinner/Free Time

Guests will participate in clean-up of dining room, and will help prepare food plates for those guests who had to miss dinner.

Unless guests want to pack left-overs for snacks to be eaten that evening or taken to the day center, dinner hosts should take any left-overs home.

Once kitchen clean-up is finished – guests are free to go out – so long as they return in time for children’s bedtime.

While some guests (especially children) may want to spend time playing games or chatting with the dinner hosts and overnight hosts during free time – hosts should not be offended if guests want to retreat to their rooms for quiet time.

There will be a bin with cards and board games available for the hosts and guests to use.

Please remember that the duties of the volunteer hosts do not include supervising children. Guest parents should not leave their children unattended at any time. If a parent needs to step out of a room or area, the parent must ask another parent in the program (over the age of 18) to watch his or her child and the other parent must agree.

Bed Time Schedule

Assigned Volunteer Coordinator and Overnight Hosts should arrive between 8 and 8:30 p.m. Overnight Hosts should put their bedding and overnight gear in the Guild Room. Guests may either be in their rooms or out when the overnight hosts arrive. The Volunteer Coordinator and Dinner Hosts should stick around until the Overnight Hosts have a chance to settle in – but should leave soon after the overnight hosts arrive.

During the school year bedtimes are set at 8:00 pm for 8 and under, 9:00 pm for 9 to 12 year olds and 9:30 for 13 to 17 year olds. Everyone must be in in their room by 10:00 pm. Guests should put away any toys and remove personal belongings from common areas before going to their rooms. **Doors are locked at 10 pm.**

Morning Schedule:

Although guests should wake on their own between 6:30 and 7 am, overnight hosts may need to start flicking lights or pounding on doors, if they aren't moving by 7:00 a.m. Guest parents and overnight hosts should feel free to help themselves to free trade coffee, provided by the Women of St. John's, to make coffee in the morning. Just be sure to empty the pot and turn it off before leaving.

No later than 7:15 am Van arrives to pick up the guests. Guests with their own transportation should also leave by 7:15 am. Overnight hosts must stay until guests have departed.

Exception -- Saturday Breakfast: St John's provides breakfast for guests and overnight hosts @ 7:30 a.m. on Saturday mornings. Guests should help with kitchen and dining room clean-up after breakfast, and should leave no later than 8:30 am.

Schedule for Sunday morning – guests' final day:

Guests must be up and moving by 7:00 a.m., so that they have time to remove their bedding, putting sheets inside pillowcases for laundering, and straighten their rooms (particularly the nursery), before leaving at 7:30 a.m. Saturday night overnight hosts may need to supervise this process. Additional volunteers should plan to arrive around 7:45 a.m. to start moving the beds and storage containers to the trailer.