

Specific Volunteer Duties

Setup – Sunday morning between services

We will know how many families and beds are needed before Sunday morning. Room supplies are found in room 109.

Please:

Break down the tables/ chairs/ general items in the rooms designated as bedrooms (generally rooms 113, 110, 111, and 109)

Put a rug, a bedside table, a lamp, and a welcome info stand in each bedroom.

Set up beds.

Each child needs a twin-size air mattress, with mattress cover, fitted sheet, and flat sheet. Very young children may require a pack'n'play or crib, and you'll be notified if that's the case.

Adults may have a bed with a frame, either twin size for a single adult, or full/queen for a couple. Bed frames should have a 'slip cover' between the frame and the mattress – this looks like rubber mesh. These beds also need an air mattress, mattress cover, fitted sheet, and flat sheet.

Set up the host room like the guest rooms, with a full/queen mattress on a bedframe.

Room 112 is the Family Promise "living room". Set up a rectangular table with a tablecloth and snacks (these will be provided by someone on the Outreach committee). Be sure the TV is on – if not, contact Doug Pointon or Walker Stockley for instructions on getting that set.

Attach an orange "do not enter this area" sign to each door leading into the classroom hallway (found in one of the metal cabinets in 109).

Tear down – Sunday morning before Sunday School

Please:

Remove all linens (including any towels used during the week) and put them in plastic bags as sets (one bag for each bed, another bag for towels).

Deflate the air mattresses, roll them back up, and return them to Room 109.

If the room includes a bedframe, collapse it and return it to Room 109.

Return lamps, tables, rugs, and welcome info stands to Room 109.

Return the classrooms to their original state (tables and chairs set back up).

Check the fridge in Room 112 to be sure nothing perishable is left in there.

Pack away any snacks that will remain fresh until the next host week, storing them in Room 109, and dispose of those that won't.

Put away toys and tidy Room 112.

Dinner Hosts – 6-7ish pm

Please:

Greet our guests as they arrive at 6pm each evening. Remember, the doors will be locked, so be waiting at the doors to the parking lot to let them in.

*Sunday hosts, show the guests their rooms for the week. These rooms are in the classroom hallway under the Fellowship Hall.

Have dinner ready at 6pm, with the intention of eating by 6:30pm.

You will receive information about the number of guests and any dietary restrictions in advance. If you wish to have an easy alternative (like peanut butter and jelly) in case of a selective eater, that is welcome. Do not feel the need to prepare multiple meal options, unless a dietary restriction requires it.

You may prepare the meal in the church kitchen if you wish – the kitchen doors will remain unlocked for the week of Family Promise.

Dinner is eaten in the Fellowship Hall, unless otherwise noted for a conflict.

Eat with the families!

Do not leave until the evening host arrives. (If the evening host does not arrive, and cannot be contacted, please contact a pastor. We have not had an issue with this, don't worry!)

Evening Hosts – 6-8pm

Please:

Eat dinner with the families – also let the dinner host know if you do not plan to do so, so that they may provide dinner accordingly.

After dinner, invite the families to be in the classroom hallway, in their personal rooms or in Room 112, for fellowship, playtime, unwinding, etc.

There are toys and games in the tall storage cabinets in the room.

Instructions for working the TV are on the table right in front of it.

Do not leave until the overnight host arrives (If the overnight host does not arrive, and cannot be contacted, please contact a pastor. We have not had an issue with this, don't worry!)

Note:

The thermostats have been programmed on a schedule to be appropriately cooling and/or heating for the week. If there are issues, please contact Skeeter Mills for instructions (803) 230-3384.

If there are issues with things in bedrooms (mattresses deflating, etc), please find replacement items in Room 109. Please then mark the defective items so that the tear-down team can redirect it accordingly.

Overnight Hosts – 8pm-7am

Please:

Bring your own bed linens/sleeping bag and pillow. You will have your own room with an air mattress and bedframe. The host room is currently 109.

Sign the log book in the host bedroom when you arrive (Family Promise tracks these volunteer hours for a grant requirement)

Check the outside doors before you go to bed, to be sure they are locked.

Quiet time begins at 8:45pm on weekdays and no later than 9:45pm on Friday and Saturday.

Families will leave Grace by 7am, either by their own transportation or by a Family Promise staffer picking them up. When they have left, remember to take your bedding and you're free to go. If there is an issue with the families leaving (we haven't had this problem), please contact Leslie.

Linens

Please:

Wash, fold, pack, and return linens to the church within the week.

We now have zippered pillow covers that are to be used as containers for sets of sheets. Put a mattress cover and full set of clean sheets (aka, fitted, flat, and pillowcase for twin, fitted, flat, two pillow cases for queen) in a zippered cover with the correct designation. This allows for easy storage and use of our linens.

Please return clean linens to the metal cabinets in Room 109.