

Holy Trinity Family Promise Volunteer Overview

Evening Meal Volunteer

- Time: 5:30 PM – 5:45 PM Meal to be served at 6:00 PM
- Preparation of an evening meal (dinner) either by yourself or as a team of two. Most prefer to work as a team but either is perfectly fine
- Menu suggestions can be provided by the Family Promise committee
- Detailed information will be provided the week prior to hosting relating to family composition, food allergies and special dietary needs if any, etc.

Meal Set up/Serving/Cleanup Volunteer

- 5:45 PM – 7:15 PM
- Set up for serving dinner meal (all supplies provided)
 - Setting out dinnerware (e.g. plates, napkins, silverware, etc.)
 - Setting up food provided by Meal Preparation Volunteers
 - Setting out drinks (from refrigerator) – water, bottled water, lemonade, milk, etc
- Assist in serving the meal where needed
- Clean up of serving dishes after meal is complete including using the dishwasher – instructions and/or training provided if you're not familiar with using the dishwasher
- Putting leftovers in containers and labeling with dated sticky notes (sticky notes and containers provided)
- Return drinks to refrigerator
- Ensure tables are wiped off and clean
- You are invited to eat with the guests

Evening Host Volunteer

- Time 5:15 PM – 8:30 PM
- May help with dinner meal set up
- Are encouraged to eat with the guests
- Socialize with guests
- Assist with parental and/or children's needs which could include but not limited to:
 - Play games with children and/or adults
 - Help with home work
- A Release for Background Check form (available on the Holy Trinity Family Promise SignUpGenius web site) will be requested if the church does not have a current (within the last three years) background check on file

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Overnight Host Volunteer

- 8:15 PM – 7:00 AM all days except Friday night – Saturday morning
- 8:15 PM – 9:30 AM Friday night – Saturday morning
- Preferably a man and a woman
- Air beds provided to sleep on or couch and chairs in Café Koinonia can be used
- Lock the south door at approximately 9 PM
- Wake guests at 6 AM except on Saturday – On Saturday 8 AM
- Set out continental breakfast (food supplied by church/Family Promise) Sunday thru Friday
- Assist with meal set up and clean up Saturday morning
- A Release for Background Check form (available on the Holy Trinity Family Promise SignUpGenius web site) will be requested if the church does not have a current (within the last three years) background check on file

Van Driver Volunteer

- Transport the guests to and from the Family Promise Day Center (located in Westminster Presbyterian Church, 4114 Allison Avenue, Beaverville) using a Family Promise supplied 15 passenger van. There are two trips made daily (except for both Sundays, when only one trip is made) once in the morning to return guests to the Day Center and once in the afternoon to bring the guests to the church. You can sign up for one or both trips. If you sign up for both trips in a day, the van may be driven to your work.
- 6:30 AM – 7:30 AM Transport guests to the Day Center (except Saturday) – Guests need to be returned to the Day Center by 7 AM. There is a possibility that the van may need to arrive earlier at the Day Center in order to make school bus connections. We will know the week before hosting if that is the case and notify all morning drivers
- 9:30 AM – 10:30 AM Transport guests to the Day Center (Saturday only) – Guests need to be returned to the Day Center by 10 AM
- 4:30 PM – 5:30 PM Guests need to be picked up from the Day Center by 5 PM and transported to the church
- A Release for Background Check form (available on the Holy Trinity Family Promise SignUpGenius web site) will be requested if the church does not have a current (within the last three years) background check on file
- A driver license check will be performed if a current (within the last three years) driver license check is not on file

Saturday Breakfast Volunteer

- Prepare and serve a warm breakfast for guests – ready to serve at 9 AM
- Set up, serving and cleanup of meal
- Set up, serving and cleanup assistance provided by Overnight Hosts

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Setup Volunteer

- Date and time to be determined – approximately 1- 2 hour duration
- Prepare guest rooms
 - Set up air beds
 - Inflate (they have electric pumps)
 - Put on sheets, blankets and pillows
 - Place night stand, lamp, flashlight, Kleenex and alarm clock in each room
 - Cover windows if necessary
 - Setup upstairs bathroom shelf with supplies (supplied by church/Family Promise)

Take Down/Cleanup Volunteer

- Date and time to be determined – approximately 1 - 2 hour duration
- Take down and put away associated Family Promise items (see previously listed Setup)

Laundry Volunteer

- At your convenience once the hosting week is completed – typically available shortly after second service on the final Sunday of the hosting week
- Launder bedding and towels and return to church
- Laundry detergent with bleach provided