

## Family Promise Volunteer Information: Dinner Host

Thank you for volunteering your time to be dinner host for the FP host week at First Congregational Church. The guests will arrive either by the FP van or by their own mode of transportation from the Family Center sometime before 6pm.

**Time: 5pm -7:30pm** (you can adjust your arrival time to serve dinner so that everything is ready to serve at 6pm)

**Location:** You will be notified by email as to where dinner will be served in the church. Most often, dinner is served in Fellowship Hall. Other sites might be the 3<sup>rd</sup> Floor Youth Room or the Activities Room in the Lower Level.

### Details:

- **Dinner is served at 6pm.**
- You will need to arrive in advance to set tables and set food out for serving.
- Sometimes the guests go upstairs to the Youth Area to settle in once they have arrived at the church. You may need to go upstairs and notify them that dinner is ready.
- It has worked well to have the food prepared in advance and just keep it warm at church until serving time.
- There are tables already set up in Fellowship Hall for dining. (Your dinner may also be served in the Youth Area upstairs or the Activity Room in the basement, please check with your FP Coordinator on your dinner location.) **If you are scheduled to have dinner in the Activity Room**, you will need to bring down your paper goods from Fellowship Hall kitchen. Remember to get a highchair if one is needed. There is **a broom and dustpan** in the kitchen to use if needed.
- Depending on the ages of our guests, **highchairs** are sometimes required. We use the Fellowship Hall highchairs. Sometimes they are in the Youth Area for breakfast purposes, if you are having trouble locating them.
- **Paper products** are provided for all meals and are located in the Fellowship Hall kitchen on a rolling metal shelving unit. You will find plastic cutlery, paper napkins, plates, bowls and cups in the FP designated area of the rolling shelving unit. You will find paper placemats on the shelf by the pass-through. There should be more placemats in the pantry closet of Fellowship Hall kitchen.
- We suggest that you serve your meal **buffet style** so that the guests can choose what works for them and their children.
- We expect no more than 14 guests for each meal plus the number of you that are dinner hosts. The day leader and the van driver are invited to join you as well. **That makes a total of 19 for dinner.** Please feel free to join the guests for dinner.

- You will be notified at the end of the week before our host week as to the exact number of guests we expect and their ages and food allergies (if any). **PLEASE CHECK YOUR EMAIL ON YOUR HOST DAY FOR LAST MINUTE CHANGES.** There will be occasions where the guests have a last minute opportunity to go visit family and friends and the **number of guests may fluctuate** as a result. The guests are requested to inform the host church and /or the Family Center when they will be missing a meal at the host church.
- We recommend that you serve your meal in a **disposable container** so that leftovers can be taken to the Family Center the next day for the guests' lunches. All **leftovers** or plates of food set aside for late arriving guests should be stored in the Youth Room kitchen labeled FP. **Please leave a note for the morning van driver on the Youth Room kitchen counter if you have left some food to be taken to the Family Center.**
- It is recommended that a **half-gallon of 2% milk** be provided with each dinner. They will take the leftover milk to the Family Center. Some guests just request water with dinner, so a couple of pitchers of ice water work well. You may also want to bring a few **juice boxes** for the young ones. **Check the Fellowship Hall refrigerator for any FP labeled beverages. You may use these as well.**
- Please **Sign IN and Sign Out** on the volunteer sheet located in the green logbook which you will find in the Youth Kitchen when the guests arrive in the FP Van. Please also remember to enter any comments in the green logbook that you feel the FP Social Worker needs to know.
- **Reimbursement for your expenses** is available through the Missions Board. Please submit your receipts to Patty Molten in the Family Promise mailbox in the church workroom.
- Please be sure to know who your **Day Leader** is. Your Day Leader will be at the church from 5pm to 8:30pm on your host day and will help with any questions/problems that may come up and he or she will most likely be joining you for dinner. Your Day Leader will be listed on the FP Schedule located outside the Youth Kitchen.
- Please make sure the Evening Host has arrived and has been informed of the Dinner Shift activities (who is where and what has transpired) before departing for the evening.

Other numbers to contact:

1. Patty Molten (330) 606-0770
2. Peter Wiley (330) 554-6330 cell