

IHN Job Descriptions and Guidelines
for
St. Timothy's Episcopal Church
hosting at
The Comboni Missionary Center

Updated September 2010

Who Do I Call?

Volunteer Coordinator:

Richie Heimbrock 201-7424
or rheimbro@gmail.com

Food Coordinator:

Tracy Frankenhoff 752-4163
or mtsafinks@gmail.com

Interfaith Hospitality Network Day Center
471-1100

Father Peter Ciuciulla,
Priest in Charge at Comboni
474-4997

Dinner Hosts

- Arrive no later than 5:45.
- Enter the post office driveway off of Nagel, go straight back. The mission is behind the post office. Door we go in is next to the gym.
- Prepare dining room for dinner (set table, dishes, drinks etc.)
- Consult lunch list and make lunches for the families. Lunches can be stored in the walk in refrigerator in the kitchen.
- Don't forget to wear a name tag.
- Before dinner make sure to say grace.
- Eat dinner with guests, helping as needed. Please make sure that you stay engaged with our guests, not just the other volunteers.
- Clean up after dinner. Washing dishes is our responsibility!!! Please make sure the kitchen is as neat as you found it.
- Leftovers- can be taken home with you or labeled and left for the priests who live at the mission. If you do the latter, please label what you leave and place it in the refrigerator with the glass doors. Don't be shy about taking home leftovers- we get new food nightly!!!!
- Should be finished 7:15-7:30 most nights.

Activities Hosts

- Arrive no later than 6:40.
- Enter the post office driveway off of Nagel, go straight back. The mission is behind the post office. Door we go in is next to the gym.
- Games and some activities are provided, however feel free to bring any other activities with you that you enjoy and would be appropriate for the age group staying with us.
- Please make sure that you stay engaged with our guests, not just the other volunteers.
- Please remember that you are there for entertainment, not to parent. If there is a behavior issue with a child, bring it to the attention of his or her parent.
- Outside toys, as well as crafts, etc have been stored in one of the extra bedrooms.
- Parents should be aware of where their children are and what they are doing at all times. Please check with parents before going to the gym or outside.
- We are allowed to use the Comboni gym if it is not occupied by another group. Guest must be supervised when in the gym.

- Children are to be in bed by 9:00. Please try to wind down activities by 8:30. Have children and/or parents help you pick up, but make sure that the activities room is picked up before you leave.
- You are free to leave when the overnight hosts arrive. They should arrive by 8:45.
- Please make sure that there are at least two volunteers at the mission at all times- even if everyone is in bed!

Overnight Hosts

- Arrive no later than 8:45.
- Enter the post office driveway off of Nagel, go straight back. The mission is behind the post office. Door we go in is next to the gym.
- Please bring bedding (sheets, sleeping bag, etc.) and an alarm clock.
- There are beds for you in one of the empty dorm rooms.
- Children should be in bed no later than 9:00. Adults by 10:00.
- Father Peter will come and set the burglar alarm at 10:30. Please make sure that anyone who needs a “breathe of fresh air” gets it before 10:30. Father Peter will also turn the alarm off between 6:00 and 6:15 each morning.
- The bus will show up for our guests at 6:15 on the weekdays (M-F) and 7:15 on the weekends.
- Awaken our guests in time to get ready for the bus, please talk to each family as to what time they need to be up in order to be ready.
- Put out breakfast foods in dining room. Put on a pot of coffee if necessary. Perishable food items (juice, jelly, milk) are located in the walk in refrigerator in the kitchen.
- Clean up after breakfast.
- Turn off lights.
- Make sure activities room is locked when you leave.
- On Sunday morning, make sure beds that we have used have been stripped and the laundry is in the appropriate bags.

Set Up

- Place a name plate for each family on a room.
- Check each room for appropriate beds (or cribs), towels, alarm clocks, soap.

- Remove extra tables, etc from activities room and place them in one of the extra bedrooms.
- Take furniture from St. Tim's youth rooms and put it in the activities room. TV also is at St. Tim's.
- Put out appropriate toys and activities for children who are staying for that week. All of the toys do not need to be out. Store extra toys in one of the empty bedrooms.
- Outside toys can also be stored in one of the extra bedrooms.
- Make sure items on perishable food list are present and stored in the walk in refrigerator in the kitchen.
- Set up dining room with breakfast and lunch making items.
- Set out laundry bags.

Take Down

- All beds that we have used should be stripped. Towels, sheets etc. should be placed in laundry bags for pick up.
- Rooms should have 3 beds per. Any furniture that we have moved needs to be replaced.
- Furniture removed from activities room needs to be returned.
- Unless otherwise instructed, toys and TV can remain in the activities room.
- Furniture borrowed from St. Tim's should be returned to the appropriate room.
- Non perishable food items should be placed in a bin and returned to St. Tim's for storage. Perishable food items can be placed in the glass front refrigerator for the Comboni priests.

Miscellaneous Opportunities:

Grocery Shoppers – 2 Initial shoppers and one on-call shopper for the weeks' groceries

Emergency Laundry – 1 person to wash bedding as needed during the host week.

Post Host Week Laundry – 1 Person/Family to wash all of the laundry from the hosting week.