

Dinner Host Guidelines

Review and understand the national Interfaith Hospitality Network Volunteer Host Guidelines.

Arrive at the church by 5:30 PM (5:00 PM on Sunday) and depart at 8:30 PM when relieved by the Overnight Hosts. You may be asked to come earlier the first time that you host for a briefing.

Review and understand the Host Church Guest Guidelines which are kept by the log book.

Dinner Preparation - Dinner is served around 6:30 PM. The week's menu is by the log book. Set up enough tables and chairs in the choir room for the meal. Set up two tables in the office hallway outside the choir room as a buffet area. The food you are preparing will be on the kitchen counter, in the refrigerator, or in the freezer. The food is to be marked "IHN" with the day it is to be used as well as cooking or warming instructions. When ready, cart the food and eating utensils to the buffet area.

Eat with the Guests - If guests seem approachable, ask permission to sit with them when you eat. Let them lead any conversation and don't pry into their situation.

Dinner Clean-up - After dinner, cart back food and put it away in the refrigerator. Clear tables and cart back dishes, wash, and put them away. Put away tables that you set up before dinner. Make sure guests help, especially with clearing and putting away tables and carting items to the kitchen. Be as quiet as possible when passing by any on-going meetings.

Fix Lunches - Remind guests and assist them in preparing their lunches for the next day by 10:00 PM.

Socialize with Guests - After dinner is a social time for guests and hosts. This is a responsibility where common sense prevails. We have a playground, nursery, gaming area, TV movie lounge, and TV lounge. We have some tables for home work or games. You will find a wide variety of behaviors among the guests. Some will be very social and want to talk and join in activities. Others may be very withdrawn and prefer to stay in their rooms. Some may even appear disgruntled or unappreciative. We need to remain open and simply provide a caring and compassionate environment.

Assist Parents with Children's Needs - If you feel that parents could use a break from their children, you might ask the kids to play a game, show them the toys, or play an available movie. Always get permission from the parents first. If you think some children need some supervision ask and allow the parents to control the situation.

Guest Leaving - Some guests will have their own cars and may leave the church during the evening. This is fine, but tell them the doors are locked at 9:00 PM and they must be back by

the 10:00 PM curfew.

Ignoring Guidelines - If you feel any guests are breaking rules, please notify the church coordinator and let them handle the situation.

Getting Help - If you want help ask a guest that appears available and make them feel useful.

Unusual Problems - If you have any questions or problems call the church coordinator before they might become worse.

(Updated - Dave Watts, 06/24/11, 00:33)