

## **OVERNIGHT VOLUNTEER**

**Where:** Enter at main doors of parish center by 9:15 pm. The doors are unlocked for ½ hr., centered on arrival.

**When:** 9:15 pm – 6:00 am or a bit after. Stay until 7:30 a.m. on Saturday.

### **What to do when you arrive:**

1. Sign in the logbook on kitchen counter.
2. Make yourself a name tag (first name only). Nametags are on counter by logbook.
3. Quickly head to the second floor community room.
4. Get a report from and take over for the evening volunteers.
5. Families may still be winding down and preparing young ones for bed. Older children may be in community room doing quiet activities until 10:00 pm (may be a bit later on weekends).
6. Adult guests might be in community room watching television or playing cards after they put their children to bed. They usually enjoy interacting with the adult volunteers at this time.
7. Lights out at 11:00 pm.
8. Locate the key to unlock the church & chapel in the morning. Male Host, please take this responsibility.
9. There is one female host and one male host each night. Each has a separate room upstairs.

### **Bedtimes:**

- **10:00** for teens.
- **11:00** lights out for everyone.

### **A FEW RULES:**

1. NO FOOD IN BEDROOMS
2. Doors automatically lock at 9:30 pm. All guests must be in the building at this time (exception; cigarette break at 10:30 pm).
3. Last cigarette break at 10:30 p.m. Prop open the rear kitchen door to the outside. Suggest one overnight host remain in the kitchen, until the door is closed and guests move upstairs.
4. Guests must sleep in the room they are assigned to.

### **Security Checklist at 11:00 PM & Unlock checklist at 6:00 AM**

During FMF stay, the following doors will be locked from the Gathering Space, at night:

- the main church (several sets of doors)
- chapel (one set of doors)

There is a fob with a multi-use key for the Lumen Christi parish center.

KEY LOCATION: We have a KEY LOCK BOX in the kitchen – Contact coordinator for the code

- At 11:00 PM, check that there is no one, any longer, on the ground level & verify that the outside doors are shut. Lock church and chapel doors toward the Gathering Area.
- At 6:00 AM, the Overnight Volunteer will unlock the church and chapel doors toward the Gathering Area to allow for morning mass entry.

Thank you for opening and closing these spaces.

**Before lights out at 11:00:**

1. Check note on each family's door to see what time they would like a knock on their door to wake up in morning.
2. Be sure kitchen is tidy, there is no one, any longer, on the ground level, outside doors are closed and locked, and downstairs lights are off.
3. Make up your bed. There are clean sheets in bin under table in upstairs hall. or in one of the host bedrooms.

**Information:**

1. Note in the logbook for requested temperature change of Heating/Air conditioning.
2. Note any concerns in the logbook.

**Morning routine:**

1. Set your alarm for first wake-up request (5:30-5:45) & (7:00 am on Saturday).
2. Use your key to unlock the church & chapel at 6:00 a.m.
3. Knock on each family's door at time requested, posted on each door. Keep knocking until you have acknowledgement that they are awake. Do not enter room unless they ask you to.
4. Strip your bed and put sheets in dirty sheet bin in hallway.
5. Greet breakfast volunteers. Report any concerns. Let them know of families that may need a nudge to get moving.
6. You may either leave at this time or stay for breakfast if you wish. **Thank you for volunteering!!**

**Questions or concerns...please contact:**

Female Overnight Host Coordinator

Male Overnight Host Coordinator