

BBC Host Guidelines

October 2022

- Thank you for being a Family Promise Host(ess). You will receive a confirmation via email indicating the date you are scheduled to host. Please make note of your scheduled date to host.
- Please review and follow the Family Promise Volunteer Guidelines (attached).
- Masks are required to be worn at all times when interacting with the families.
- Please arrive at the church no later than 4:30 pm. Hosts should plan to be on site from 4:30 - 7:00 pm.
- Check the kitchen table/area is clean and ready for Meal Volunteers
- The meal calendar will be in the Family Promise binder to help identify who is providing meals for that day.
- Greet Meal Volunteers when they arrive and thank them for their meal donation. Meals are scheduled to be delivered between 5-6 pm to Bethlehem Baptist Church (use Security entrance).
 - If homemade, the Meal Volunteer should set up the meal.
 - If it's delivery, the Host should set up the meal.
 - You will be contacted by the Meal Coordinator if there's a delay, or any changes with the meal.
- The Host/Meal Volunteer should take the meals to the Kitchen for preparation.
 - Tables will be set up in the multi-purpose room for the families to eat their meals.
- The Families should arrive between 5:00 and 6:00 pm. The Mom with the 13-year-old boy works weekdays and will arrive to the church after 7:30 pm.
- Greet them warmly. Ask how their day was and if they need help with anything
- Ask them to take their belongings upstairs and come down to help prepare the kitchen table for the meal. You can help them set the table but they must participate in this activity.
- Introduce Meal Volunteers to Families
- Have everyone sit down to dinner. Host Volunteers, at their discretion, may eat and fellowship if invited by the families. Please use this time to get to know the families.
- After dinner, determine what if any food, the families would like to keep. Families should pack it up and place in the refrigerator. Any food the families do not wish to keep should be properly disposed of or Meal Volunteer may take it back home. Food should not be taken upstairs under any circumstances.
- After dinner, work with the families to dispose of trash, wipe down counters and tables and clean the floor.
- If you see the families leaving the eating area, Host should double check the area has been cleaned and if not, gently remind the families it is their responsibility to clean up after themselves and their family.
- If Meal volunteer does not show up, call/text Meal Volunteer Coordinator: Stephanie Snead @ 215-219-2312.

- If necessary, order meal from Toni Roni's (215-591-3900) or Penllyn Pizza (215-367-5319). Menus can be found online or in the Family Promise binder.
- Be available to Families for questions.
- Do not go into the Family living/bedroom area unless there is a situation or emergency that requires your presence.
- All contact with families must be **observable and interruptible**. You cannot be with a child or parent alone. Do not take child to the bathroom or allow child to sit on your lap. Always interact with children with another adult present.

Family Promise on call number: 267-405-3348

BBC Family Promise Coordinator: Sonya Harris 484-213-3664

Emergency Contact:

Shean Johnson 267-979-2462

Michael Anthony 215-896-2963

Security Contact:

Monday - Friday (4:00 PM - 8:00 PM) - Frank Williams 610-804-2514

Saturday - Sunday (4:00 PM - 8:00 PM) - Fernand Agou 484-636-6516

Non-Emergency Police number: 215-646-5300 Police Emergency: 911



Thank you for partnering with Family Promise Montco to provide shelter for our Hospitality Network families. As you prepare for this volunteer service opportunity, please follow these instructions:

1. All volunteers are asked to complete the IHN volunteer application.

- Please complete this brief application, as an **Interfaith Hospitality Network Volunteer** at <https://www.tfaforms.com/4671632>.

2. Coordinators and Evening Hosts

- Coordinators and evening hosts are being asked to have PA child safety records. This includes two documents:
 - PA Child Abuse History Clearance <http://www.keepkidssafe.pa.gov/resources/clearances/pachildhistory/index.htm>
 - And the PA Criminal Background Checks <https://epatch.state.pa.us/Home.jsp>
- Please send to sue@fpmontco.org and cc: deaconessministry@bbc4christ.org

3. Transportation volunteers

- All drivers need to send me their **PA Individual Drivers History- 3-year record**. It is immediate, costs \$12, online at this website <https://apps.pa.egov.com/idr>
- Starting this year, drivers are being asked to have PA child safety records. If you do not have one, here is the link to the PA Child Abuse History Clearance. <http://www.keepkidssafe.pa.gov/resources/clearances/pachildhistory/index.htm>
- Please send to sue@fpmontco.org and cc: deaconessministry@bbc4christ.org

Let me know if you have any questions.

We appreciate your cooperation,

Sue Zomberg

Community Resource Manager

Family Promise Montco

215-606-3421

Sue@fpmontco.org