

HOSTING GUIDELINES

CHECK-IN HOSTS 3:50 – 6:10 PM (minimum two persons, one male, one female)

- Review SOS notebook on arrival and read notes left by previous hosts
- Greet guests in Narthex and verify they have intake vouchers
- Receive medications and contraband and lock these in the Sunday School closet
- Make sleeping room assignments and distribute bedding supplies
 - No guest is to be assigned sleeping in the “Living Room” area
 - Ask couples whether or not they are married. Males and females will not share a room unless married!
- Give Sunday School closet key to Evening Hosts

EVENING HOSTS 4:00 PM – 8:00 PM (at least 2, one male, one female)

- Review SOS notebook on arrival and read notes left by previous hosts
- Provide Hospitality
- Observe smokers while they smoke (smoking is outside the main north entrance)
- Dispense medications when appropriate
- Help Supper providers as needed
- Give Sunday School closet key to the Late Night Hosts at shift change and share any pertinent information from your shift
- Enforce rules
- Answer the phone to know the arrival of Late Night Hosts, and let them in.

LATE NIGHT HOSTS 8:00 PM – Midnight (at least 2, one male, one female)

- Review SOS notebook on arrival and read notes left by previous hosts
- Provide Hospitality
- Observe smokers while they smoke (smoking is outside the main north entrance)
- Dispense medications when appropriate
- Give Sunday School closet key to the Overnight Hosts at shift change and share any pertinent information from your shift
- Enforce rules, including quiet time that begins at 10:00 PM
- Answer the phone to know the arrival of Overnights Hosts, and let them in.

OVERNIGHT HOSTS Midnight – 8:00 AM (at least two persons – one male, one female)

- Review SOS notebook on arrival and read notes left by previous hosts
- Provide Hospitality
- Observe smokers while they smoke
- Dispense medications
- Log anything of importance in the SOS notebook
- Help Breakfast providers with breakfast as needed
- Leave Sunday School closet key with the SOS notebook before departing
- Enforce rules
- Answer the phone to know the arrival of Breakfast Volunteers, and let them in.
- Awaken Guests at 7:15 AM
- Guests are to leave their rooms in and clean and tidy state before leaving.
- Do not leave the church until all the guests have departed.