

# Good Shepherd Lutheran Church

*Gathered, empowered and sent to share the love of Christ with all people*

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## **GSLC IHN Overnight Host**

### **Description**

Each evening two people volunteer to be a building security guard, be available to help guests if needed, lock exterior doors, and make sure guests are awake in time to ride the van in the morning. Air mattresses (about a foot thick) are provided. Bring a sleeping bag or bedding and pillow. Some guests, especially those with young children may retire to their rooms before you arrive. Bring something to read.

### **Timeframe**

Volunteers for this position sign-up for a date or dates when the congregation hosts IHN (occurs about four times per year).

Arrive by 8:30 PM. Your shift ends at 7:00 AM. If you are able to extend your shift, offer to help the morning coordinator.

### **Training/Qualifications**

Volunteers must attend an orientation before volunteering, and then once every three years. The schedule is usually posted on the IHN web site <http://www.ihn-greater-rochester.org/>

### **Helpful Information**

Thank you for volunteering!

Let coordinator know if you want a reminder email or phone message. The answering machine kicks in after 2 rings at night. If you are going to be late, keep trying to call the church and let someone know that you are on the way.

Record your hours on the sign-in sheet.

Find out if and when guests should be awakened. Some wake themselves. Ask them or look for notes by the sign-in sheet.

Find out what time the guests depart in the morning. Look for notes by the sign-in sheet.

Locate the room where the 2 host mattresses have been left. Perhaps room O. You may take yours to any space you can find - room O, nursery, room H.

IHN rule is that guests are not allowed to use phone. They have access to a phone at the Day Center. Document exceptions.

Adjust thermostat if needed. Thermostat in Room N controls rooms N, M, L.

Lock both the south and north doors at 9:00 PM. No guests are allowed in after 9:00 PM unless prior arrangements have been made (sometimes for work).

Quiet time at 9:00 PM. All guests in their rooms by 10:00 PM. Report if otherwise.

Relaxed on Friday night.

Wake guests, if needed. Knock, KNOCK, KNOCK, and HOLLER. Guests sleep in on Saturday morning and a "full" breakfast may be planned.

Morning coordinator may be arriving to wake guests, and set out breakfast supplies.

All incidents should be recorded and communicated to coordinator, for the awareness of the director and follow-on volunteers. Document incidents in the hospitality notebook in the lock box.

First aid kit is in the kitchen.

Medical release forms are kept in lockbox, in case a visit to the emergency room is warranted. Call a coordinator to get help.

In case of fire, first - get everybody out, second - call 911. Fire extinguisher is in the library.

### **Committee Oversight**

This position is a part of the Social Ministry Team. The Social Ministry Team is accountable to the Church Council.

### **Staff Liaison**

Pastor Dave Berg and Pastor Karen Pahl

### **Contact for Information**

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