

Hosting Requirements

Host Churches open their doors to provide temporary overnight shelter and meals to the homeless of our community for one or two weeks at a time.

Partner Churches come along side a Host church and assist them by providing volunteers and food at the Host church location.

Working Together! There are plenty of opportunities for us, the church, to come together and be the hands and feet of Jesus. You will want to meet several weeks before the Host churches scheduled week to discuss the needs of the Host church. Volunteer, meal and snack schedules should be created and implemented by a team from each church.

Facility Requirements:

- Serving and dining area,
- Reading/Game/Relaxing area,
- Separate sleeping area for males and females,
- Separate restroom facilities for males and females,
- a single entrance for guests and clearly identify areas:
 - Out of bounds,
 - Sleeping areas, and
 - Bathroom facilities.
- Designated outdoor smoking area (best if this is not at the main entrance.)

Optional Amenities:

- SHOWERS!! If your church does not have shower facilities Hospitality will transport guests to Prayer and Praise church for showers.
- Hospitality INC will make every effort to see that the guests receive showers three times a week. This schedule will be communicated each week.
- If your facility has showers that are available to the guests, please create a shower schedule that works around your evening events and does not interfere with the nightly Family Gathering time.

Action Items:

- Choose your week and announce to the church body,
- Appoint Coordinators:
 - Volunteer Coordinator
 - Food Coordinator
 - Setup/Teardown/Cleaning Coordinator,
- Find a Partner Church (if you need one) to assist with:
 - Volunteers, and
 - Planning meals and snacks.
- Fire Drill/Exit Strategy,
- Establish rules for the use of the church phone, and
- Designate male, female and volunteer sleeping areas, dining area, relaxing area, smoking area, rest rooms, guest entrance, volunteer entrance and out of bounds areas, and
- Complete the **Host Checklist** and return it to Tammy Martin one week prior to hosting.

Continued on next page

Hosting Requirements *continued*

Hosting Church Supply List:

- Cigarette butt can
- Toilet paper
- Paper towels
- Hand Sanitizer
- Lysol disinfecting spray
- Disposable gloves for cleaning
- Clorox wipes
- Two tables for guest check in
- Broom/vacuum
- Garbage can & bags
- Cleaning supplies
- Kitchen supplies
- Table service
- TV, DVD/VHS player
- Games, puzzles, books
- Snow shovel
- Night lights for hallways

Transporting Guests:

- For Host churches outside the city limits, transportation will have to be arranged for the guests.
- The pickup and drop off route is as follows:
 - Meijer's (East entrance) at 5:45pm,
 - Path of Life at 5:50pm,
 - Ludington Public Library (North entrance) 6pm,
 - It is important not to leave the pickup point early. Please be patient.
- Guests will need to be transported back to one of these locations at 8am the next morning, and
- Driver must have a valid driver's license.