

# CARITAS **Overnight Host** Information

## THE LIST OF DUTIES FOR YOUR INFORMATION:

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### YOUR ARRIVAL:

1. Please plan to arrive on your scheduled night no later than 7:30 p.m.
2. Make a connection with the CARITAS staff person on-site and let them know you are there.

### EVENING DUTIES:

3. **Assemble Bag Lunches for the Next Day:** (the bags will be in the SHK refrigerator or “lunch” cooler)
  - A bag of cookies go in each lunch bag (will be in the kitchen and marked for the next day’s lunch)
  - Two condiment packets to each bag – mustard and mayo – (they will be in a basket on the top shelf of the refrigerator closest to the door into Spence Hall.
  - Please ensure each bag contains a bottle of water (preferably, frozen).
4. At 8:00 p.m. take the coffee pot into the kitchen and clean it and prepare it for the next morning. Instructions to make coffee will be in the kitchen.
5. Lights should go out around 8 – 9 p.m. (we will need to verify this with the staff rep), which the CARITAS staff rep will enforce.

### BREAKFAST:

6. Arise by 5:00 a.m. to start the coffee, which takes about 45 min. to brew.
7. With support of Volunteers signed to serve Breakfast, set out the breakfast items (food and milk/OJ, etc.) either in Spence Hall or in the kitchen. Prepare any hot breakfast entrees. Directions for meal will be available.
8. Guests may help themselves at 5:30 a.m.

### PREPARATION FOR GUESTS DAILY DEPARTURE:

9. Place lunches (32) from the lunch cooler or refrigerators into a large garbage bag and give it to the CARITAS staff rep before their departure. They will leave at 6:30 a.m.

### GENERAL:

10. Clean up from breakfast and place leftovers in the kitchen/refrigerator. **Mark leftovers to be taken to charity.** Empty the trash into the dumpsters.
11. On Saturday and Sunday only: our guests will leave ½ hour later at 7:00 a.m. Start coffee at 5:30 a.m. and put out the breakfast. Guests may serve themselves at 6:00 am.
12. These duties will also be listed in the CARITAS Book in Spence Hall Kitchen. Please record your individual or group volunteer time in the CARITAS logbook also located in the kitchen. Estimate how much time you spent in providing or preparing your meal items. This is very important to log for CARITAS because they are required to provide this information in their applications for grant money.
13. You will be able to depart at approximately 7:00 a.m. after the group departs.

### CHRISTMAS EVE AND CHRISTMAS DAY:

No CARITAS bus picks up the families on Christmas morning. Guests having pre-made arrangements to make off campus visits will depart SBC later in the afternoon (@ 2:30pm). Some families may remain on campus all day.

- Christmas breakfast will be served in the FLC gym. On Christmas Eve, prepare coffee and breakfast items and roll them over to FLC Kitchen to be served on Christmas morning.
- Please make a fresh pot of coffee to remain in the FLC before you depart.

*If you are unable to stay overnight on your scheduled night, please arrange for a substitute and notify:*

Ryan Boggs      [ryan.w.boggs@dominionenergy.com](mailto:ryan.w.boggs@dominionenergy.com) or  
Kathy Spotts      804-914-9162

**Thank you for ministering as a part of the Body of Christ,  
The CARITAS Team**