

Overview of General Host Responsibilities

Evening Hosts: Arrive at SJE before 5:30, greet guests as they arrive, prepare a light snack (guests will have eaten their evening meal prior to arriving at SJE), then tidy up, engage guests & children in appropriate activities, ensure everyone has a bed space, linens, etc., provide briefing and hand-off to overnight hosts by 8:30PM.

Overnight Hosts: Arrive SJE between 8-8:30PM, obtain hand-off briefing from evening hosts, engage guests & children in appropriate activities, assist in bed-time process, lights out at 9PM Sunday-Thursday (10PM Friday/Saturday), respond to problems/needs during the overnight hours, set out breakfast (approx. 6AM), tidy up after breakfast, see guests to their transportation van (6:30AM weekdays, 8:30AM weekends), close up and leave (7:30AM weekdays, 9:30AM weekends)

In Case of Special Needs or Problems:

Coordinator for St. John the Evangelist: Kevin Shaw (H: 651.494.9777 / O: 763.201.6585)

Project Home Staff Representative: Divine Baker (651.815.2603) / Mary Beth Young (651.231.7107)

Emergency: dial 9-1-1 and also inform Sara Liegl, Project Home Program Director, at 651.983.6086.

	<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	
Evening Host(s)		Feb. 1 Peter Rosendale & Jennifer Frost Rosendale	Feb. 2 (+ Bkfst) Sally Sand Rick Rusch	Feb. 3 (+ Bkfst) Kathy Brown Holly/Don Weinkauf	Feb. 4 (+ Bkfst) Tom & Aimee Baxter Frank & Kirsten Purcell	Feb. 5 (+ Bkfst) Steve Darnell & Cindy Darnell	Feb. 6 (+ Bkfst) Sue Cadwell & Kathy Johnson	(+ Bkfst)
Overnight Host(s)		George Power Sara O'Connor Laura Koclear	Lyelle Palmer Mary Ann Dailey	Don Postma & Gabrielle Lawrence	Alden Drew Betsy Palmer	Dick Yore	Jeff Olsen & Charlie Olsen	
Back-up/Extra						Alice Lightner Johnson & Todd Johnson		
Evening Host(s)	Feb. 7 (+ Bkfst) Mary Gilbertson Dave Barrett	Feb. 8 (+ Bkfst) Keely Frank Gary Hagstrom	Feb. 9 (+ Bkfst) Margaret Dexter	Feb. 10 (+ Bkfst) Sue Cadwell & Kathy Johnson	Feb. 11 (+ Bkfst) Helen Boyer (+ dog?) Shirley Sailors	Feb. 12 (+ Bkfst) Eloise Tiesberg & Ettore Tiesberg	Feb. 13 (+ Bkfst) Laura & Todd Johnson	(+ Bkfst)
Overnight Host(s)	Dave Finkel Dick Yore	Sara O'Connor	Rick Olsen & Cooper Olsen	Mark Maronde & Greg Schaffner	Dave Finkel Alden Drew	Lauren Haberman	Bob Horn & Kathleen Hanson	
Back-up/Extra		Jerry Woelfel	Keely Frank					
Evening Host(s)	Feb. 14 (+ Bkfst) Marilyn Conklin & John Docherty	Feb. 15 (+ Bkfst) Dan Bachhuber Frank Schmidt	Feb. 16 (+ Bkfst) Rhonda Miller	Feb. 17 (+ Bkfst) Brad Clary & Mary Louise Clary	Feb. 18 (+ Bkfst) Holy Apostles (Pair A.)	Feb. 19 (+ Bkfst) Holy Apostles (Pair C.)	Feb. 20 (+ Bkfst) Holy Apostles (Pair E.)	(+ Bkfst)
Overnight Host(s)	Don Weinkauf Rick Rusch	Sara O'Connor	Jill Thompson Mary Ann Dailey		Holy Apostles (Pair B.)	Holy Apostles (Pair D.)	Holy Apostles (Pair F.)	
Back-up/Extra		Jerry Woelfel						
Evening Host(s)	Feb. 21 (+ Bkfst) Holy Apostles (Pair G.)	Feb. 22 (+ Bkfst) George Kinkhead & Mason Kinkhead	Feb. 23 (+ Bkfst) Karin Furois & Ethan Furois	Feb. 24 (+ Bkfst) Eric Lampland St. Mary's Youth Grp	Feb. 25 (+ Bkfst) Tony Grundhauser & Lucy Grundhauser	Feb. 26 (+ Bkfst) Ray Frisby & Phyllis Frisby	Feb. 27 (+ Bkfst) Willy Raedy (tent)	(+ Bkfst)
Overnight Host(s)	Holy Apostles (Pair H.)	Sara O'Connor	Jerry Woelfel & Becky Garthoffner	Bob Horn & Kathleen Hanson	Mary Ann Dailey & Wendy Coles	Jimmy Lee Basketball Group - Pair #1	Jimmy Lee Basketball Group - Pair #2	
Back-up/Extra								
Evening Host(s)	Feb. 28 (+ Bkfst) Isabella Kukkarni (tent)	Mar. 1 (+ Bkfst)						
Overnight Host(s)	Don Weinkauf							
Back-up/Extra								

- Standing Back-up Volunteers:**
1. Bob Horn (after 2/12/10)
 2. Dick Yore (before 2/12/10)
 3. Gary Hagstrom
 4. Don Postma and/or Gabrielle Lawrence
 5. Ray and/or Phyllis Frisby
 6. Rhonda Miller (evenings)

Set-up Crew (Sunday, January 31):

Jim Kochevar, Alden Drew

Wrap-up Crew (Monday, March 1):

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