



WCA Global Hospitality Ministry - Host Home Guidelines

(Revised 5/09)

Purpose:

Host home stays are intended to enhance and enrich a guest's conference experience, by connecting a guest in need of accommodation with a Willow member family, and to help defray the cost of international (and domestic) travel.

Accommodations:

- A "private bedroom", one not used by host family during guest stay. One guest per room is ideal, but bedroom may be shared by more than one guest, if needed.
- A separate bed for each guest (only married guests to share beds).
- No sofa beds or air mattresses please.
- No beds in common areas which are used by family. I.e. Family room, rec room.
- Access to bathroom (may be shared with family).
- Clean linens.
- Home should be reasonably clean and tidy.

Meals:

- A light breakfast is the only meal a host is expected to offer.
- Guests are responsible for all remaining meals on their own.
- Hosts may provide additional meals / food at their discretion. It may be a good opportunity to experience Christian community.

Transportation:

- Guests are responsible for all their own transportation.
- Guests should rent a car, or be part of a carpool.
- Hosts are not expected to provide transportation.

Safety / Discretion:

- All guests are required to be registered for the conference.
- While we hope guests will be of strong Christian character, GH cannot guarantee the character or intentions of guests.
- Guests are given a list of Guest Guidelines.
- Hosts should use their discretion regarding guest's access to home, or leaving guests unattended in home, etc.
- Hosts are not expected to provide access to phone or computer / internet. Free wireless internet access is available in the atrium at WCCC, for use with guest's own computer.

Have Fun:

- A Host Home stay is intended to benefit both guest and host.
- It is an opportunity to experience, and to learn from each other about different churches, and countries / cultures if International guests.
- Hosts represent Willow, and provide the guest with an inside peak into the heart and soul of WCCC.

Private Placements (PP):

- A PP is where a returning guest requests to stay with a specific host. Global Hospitality values these types of relationships. It is important the guest still submit a formal housing request form thru proper channels. Guests and hosts making their own arrangements, during conference times, without honoring the established process, hampers Global Hospitality's ability to serve all guests and hosts effectively.

Placement Process:

- All hosts will be connected with a Placement Coordinator (PC) based on the geographic location of the host home. (GH is organized into 8 geographic sectors surrounding WCCC). Your PC is your primary point of contact for all Global Hospitality issues.
- An email canvas is sent approx. 7 weeks before each conference, with a RSVP period of about one week. Hosts may choose to be available (or not available) for each individual conference.
- Many variables are considered when making placements. Including location & distribution of available homes, carpool configuration, roommate requests, gender and allergies.
- Guest / Host placements are confirmed approx 2 weeks prior to start of the conference. Contact info will be provided and hosts & guest should communicate before arrival
- Guests may be International or Domestic. (cannot be guaranteed ahead of time)
- "Official Hosting Dates" are: the Saturday before a conference till Sunday after a conference (**8 nights**). Host agrees to be available for the entire time. The entire 8 nights is officially made available to all guests. This allows guests (especially Internationals) to recover from jet lag, do some sightseeing, socialize with family, and experience a Willow weekend service. Many guests do not stay the entire 8 nights, and domestic guests are likely to stay fewer nights than Internationals.
- The WCA charges all guests a nominal administrative fee, primarily to show their commitment to the process. Hosts do not receive financial remuneration for serving.

Emergencies:

- Hosts should contact their Placement Coordinator (PC) if any unexpected situation arises.
- If PC is not available, contact WCA Manager of Global Hospitality (staff person).
- The WCA has a physician serving as a medical liaison, to help address medical emergencies.

| <u>Sector (Suburbs)</u> | <u>Placement Coordinator (PC)</u> | <u>Phone Number</u> | <u>Email</u> |
|--------------------------------|--|----------------------------|--|
| 1 Immed. area | Mary Beth Temesvary | 847.713.2891 | Mbt.global@comcast.net |
| 2 Northeast | Myra Wells | 847.550.6421 | wellsm@comcast.net |
| 3 Far East | Myra Wells | 847.550.6421 | wellsm@comcast.net |
| 4 Southeast | Laura Ercoli | 847.695.3922 | lrecoli@yahoo.com |
| 5 Southwest | Mary Beth Temesvary | 630.483.0875 | mbt.global@comcast.net |
| 6 Western | Carol Rambo | 847.428.4080 | carambo@sbcglobal.net |
| 7 Northwest | Myra Wells | 847.550.6421 | PLJakopin@comcast.net |
| 8 Far West | Laura Ercoli | 847.695.3922 | lrecoli@yahoo.com |
| <u>WCA Staff</u> | | | |
| GH Coordinator | Stephanie Walsh | 224.512.1201 | walshs@willowcreek.org |