

ROOM IN THE INN AT ST. MARTIN'S EPISCOPAL CHURCH
Ministry Description: Evening Van Driver

Ministry Objective: Bring guests in safety to a place of rest.

You will be our guests' first St Martin's contact – be sure to make them feel welcome. You will be developing the gift of **mercy** (see Romans 12:8).

One recurring theme among members of the homeless community is that they feel that they are *different* and *undesirable*. This is your opportunity to show them respect and dignity as human beings (see the Baptismal Covenant, BCP page 305).

Please **arrive at St. Martin's around 5:30 p.m.**, in time to collect the keys and give the church van to the **Urban Ministry Center by 5:45**. The key is kept in the corner cabinet near the microwave oven and coffee maker.

The **Urban Ministry Center is located between North Tryon Street and North College Streets, north of the Brookshire Freeway**. From St. Martin's go west on 7th Street (toward uptown), turn right on College Street and follow College until it ends. After you pass the Brookshire Freeway, keep in the right lane and follow it past the "Dead End" sign and turn left. You will see the center just down the hill past the black metal gates. Pull up along the curb beside the center and NOT in the lot near the dumpsters.

Remain in the van, and an Urban Ministry staff member will approach you. Staff will load eight guests and their bags onto the van. Before you leave the Center, be sure to **obtain a listing of the names of our guests**. This will enable you to greet the guests by name as they board the van.

When you leave the center, turn right onto the Brookshire frontage road, and then take a left onto Church Street and then another left onto 11th Street to return to St. Martin's. (Alternatively, you may follow Church Street to 7th Street and turn left there.)

Be sure to **bring the list of guests back to St. Martin's** with you and give it to the St Martin's Hosts(). Please **escort our guests to the Parish Hall** where the Hosts will be ready to greet them. **Park and lock the van, and leave the keys in the notebook** in the kitchen cabinet.

Our Church insurance requires that anyone driving the church van, must **provide a photocopy of their driver's license, and complete a driver's form** found in the church office. Please be sure to do this prior to the day you are scheduled to drive the van.

If you have questions, please contact: Russ Daniel – 704-302-4581 or Russ.Daniel@GT.com.

ROOM IN THE INN AT ST. MARTIN'S EPISCOPAL CHURCH
Ministry Description: Host

Ministry Objective: Welcoming the Stranger

You have the honor of welcoming our guests to St Martin's. You will be developing the gift of **hospitality** (see Hebrews 12:2).

One recurring theme among members of the homeless community is that they feel that they are *different* and *undesirable*. This is your opportunity to show them respect and dignity as human beings (see the Baptismal Covenant, BCP page 305).

Please arrive at St. Martin's around 5:45 p.m., in order to greet our guests when they arrive. The Evening Van Driver should have a list of our guests for the evening. Put on a nametag – your first name is all that is necessary. (Name tags can generally be found in the front of the RITI notebook – located in the corner cabinet near the microwave and coffee maker).

Have towels, washcloths, and toiletries available when the guests arrive. These can be found in the closet to the left of the stage. In the interest of general hygiene and in deference to the flu season, please offer hand sanitizer in the dining area and make sure some is available in the restrooms.

Ask our guests to also put on nametags – again, first names only are fine. Before, during and after dinner, please make our guests feel welcome with conversation. Review "house rules" with the guests.

Please sit and have dinner with them – encourage other St Martin's parishioners who may be present to join you. Allow everyone to exchange stories and *get to know each other*, while respecting the privacy of all. As may be appropriate, please assist the person/s who prepared the dinner in serving the meal.

Lead the group in a simple, **short** Grace before the meal – see BCP page 835, or use the one you use with your own family at home.

If any guest wishes to smoke, please direct them to the area between the church and the parish hall, near the rose garden, and point out the ash receiver located there.

You may leave any time after 7:00 p.m. Be sure to leave the list of guests names in the RITI notebook for the morning van driver. Please include prayers for our guests in your personal evening devotions.

If you have questions, please contact: Russ Daniel – 704-302-4581 or Russ.Daniel@GT.com.

ROOM IN THE INN AT ST. MARTIN'S EPISCOPAL CHURCH
Ministry Description: Dinner Preparer

Ministry Objective: Feeding the Hungry

You will be providing a nourishing and delicious meal for our guests as well as for St Martin's volunteers. You will be developing the gift of **hospitality** (see Matthew 25:35).

Plan to **prepare dinner for 12 people** (8 guests, two hosts and two innkeepers); and keep in mind that frequently our guests enjoy **second helpings, so please plan accordingly**. Be sure to pray for those who will be enjoying the food you prepare. You may prepare the food at home and bring it, or prepare it at St Martin's – if you have questions about the equipment in the kitchen, please contact Nancy McGinnis (704-376-8441), St. Martin's Food Services Coordinator.

Dinner should be **served between 6:15 and 6:30** p.m. – this time may vary, depending on when the van returns from Urban Ministries, so please be flexible. Any **dishes you use should be rinsed well and left in a sink of soapy water, or you may be especially generous and wash them yourself!**

Your **dinner certainly need not be fancy**. We have learned that **comfort foods** (meatloaf, country-style steak, fried chicken, hot dogs & hamburgers) are usually preferred to "gourmet" meals. **Dessert** is also a welcome treat. Please bear in mind that due to lack of dental care, some items like apples, carrots, hard candy etc., may be difficult for some of the neighbors to eat.

You may donate your meal, and that will certainly be appreciated. Or, you can **submit your receipts** to Kathy McGee, St. Martin's Financial Secretary, for reimbursement (please try to be thrifty!!), or she will be happy to record your costs as a contribution to St. Martin's.

If you have questions, please contact: Russ Daniel – 704-302-4581 or Russ.Daniel@GT.com.

ROOM IN THE INN AT ST. MARTIN'S EPISCOPAL CHURCH
Ministry Description: Breakfast Preparer

Ministry Objective: Feeding the Hungry

You will be providing a nourishing and delicious meal for our guests as well as for St Martin's volunteers. You will be developing the gift of **hospitality** (see Matthew 25:35).

Arrive at St. Martin's around 4:30 a.m. on Wednesday morning. You will need a key to get into the building (if you do not have an "O" key, please check with Jane Kilpatrick, the Rector's Secretary, in the church office ahead of time.).

Breakfast supplies are in a box in the reach-in refrigerator (the box is clearly marked), and detailed preparation instructions are in the RITI notebook (located in the corner cabinet near the microwave and coffee pot). Breakfast supplies and instructions provide for a full breakfast – eggs, bacon, grits, and toast. If you wish to add your own "extra" to this, that will be welcome. Plan to serve breakfast around 5:30 a.m.

Please greet our guests, and sit and eat with them if possible. Be pleasant, but bear in mind that not everyone is a "morning person".

You should find eight bag lunches in the refrigerator, so please put these out for our guests to take with them when they leave. Make sure our guests know what these are.

Leave the dirty dishes and pots in a sink of soapy water, or you may certainly wash them yourself. Also, please generally "police the area."

If you have questions, please contact: Russ Daniel – 704-302-4581 or Russ.Daniel@GT.com.

ROOM IN THE INN AT ST. MARTIN'S EPISCOPAL CHURCH
Ministry Description: Morning Van Driver

Ministry Objective: Take guests in safety to the start of a new day.

You will be our guests' last St Martin's contact – be sure to leave them with pleasant memories. You will be developing the gift of **mercy** (see Romans 12:8).

One recurring theme among members of the homeless community is that they feel that they are *different* and *undesirable*. This is your opportunity to show them respect and dignity as human beings (see the Baptismal Covenant, BCP page 305).

Please **arrive at St. Martin's around 5:45 a.m.** Pick up the key from the corner cabinet in the kitchen (near the microwave and coffee maker – the key is inside the RITI notebook). Also in the notebook will be a list of the guests – this will enable you to greet them by name as they board the van, and wish them a good day as they leave.

Our **guests will be taken to the 4th Street side of the Uptown Transit Center.** From St. Martin's take 7th Street west to McDowell Street, turn left and follow McDowell Street to 4th Street. Turn right on 4th Street. The Transit Center is on the right at Brevard Street. **Please do not** drop off guests at any other location, even if they ask.

When you return the van to St. Martin's, please **leave the key in the notebook** in the corner cabinet in the kitchen. Also, please leave the list of guest names in the notebook. There is an "O" key on the key ring with the van keys. This key will let you back into the building, in case the breakfast preparer has already left when you return.

Please note, that if you have not driven the van before, you will need to complete a form (found in the church office) and provide a copy of your driver's license.

If you have questions, please contact: Russ Daniel – 704-302-4581 or Russ.Daniel@GT.com.

ROOM IN THE INN AT ST. MARTIN'S EPISCOPAL CHURCH
Ministry Description: Sack Lunch Preparer

Ministry Objective: Feeding the Hungry

You will be providing the lasting memory of our guests' stay at St Martin's. You will be developing the gift of **hospitality** (see Matthew 25:35).

Prepare eight simple lunches: sandwich, fruit, cookie, soft drink, etc. (this is only a suggestion, you may vary the menu, if you wish). Please bear in mind that due to lack of dental care, some items like apples, carrots, hard candy etc., may be difficult for some of the neighbors to eat.

Place each lunch in its own sack. These will be given to our guests when they leave on Wednesday morning, so plan to deliver the lunches no later than Tuesday evening. Put them in the reach-in refrigerator in the kitchen near the RITI box.

Please pray for those who will be receiving the food you prepare. In some cases, it will be the last good food they get to eat that day.

If you have children, they may join you in this ministry. They could make cards or pictures to include in each sack, or they could decorate the sacks.

Your donation will be very much appreciated, or you may submit receipts to Kathy McGee, St. Martin's Financial Secretary, for reimbursement or to record your donation.

If you have questions, please contact: Russ Daniel – 704-302-4581 or Russ.Daniel@GT.com.