

**ROOM IN THE INN
INNKEEPING OPERATIONS-UPDATED NOVEMBER 2018
ON DUTY-5:45PM SATURDAY TO 7:30AM SUNDAY**

SATURDAY NIGHT—Innkeepers should arrive by 5:45pm (if cots are not set up then arrive by 5:30pm) Cot Set-up—If cots are not set up before arrival of innkeepers on Saturday then the innkeepers will engage in that process. You may have to move some furniture temporarily in the three classrooms where the cots are set up which will need to be moved back into position for Sunday School classes the next day. The 3 rooms used (4 cots per room) are Blue Room (115), Youth Class (114-Black Room) and Proverbs Class (113) (see map of building below.) Each cot should receive a pillow and be made up with a fitted sheet and bed sheet found in the laundry room. Guests can secure their own rags/towels in laundry room to use as needed. You can set the cots up in the area around classroom tables to minimize moving furniture.

Innkeepers and meal preparers from partner churches will be provided a four-digit code to enter the building from the side parking lot at the steeple.

The guests typically arrive by about **6:30pm** with dinner served in small fellowship hall at approximately **6:40pm**. Innkeepers can enter through door off parking lot that has the key pad on the right. A door code is required to enter. Once the Inn keeper has entered, the switch for the electronic lock should be in the “unlocked” position until after the RII guests and food serving teams have arrived. **Reset to locked position once all are in the building.**

Innkeepers welcome the 12 RII guests and ensure that a prayer is said before the meal is served (typically prayer may be said by one of the guests-ask for volunteers.) Innkeepers can cover any announcements just before meal blessing is offered including thanking the meal preparers. The meal preparers typically handle clean up after the meal including putting dishes in dishwasher. The innkeepers then empty the dishwasher before going to sleep or while getting breakfast ready.

Typical announcements made by innkeeper to group at 6:40pm— e.g. Non-smoking facility. Smokers may smoke in the small courtyard (columbarium garden) located at the bottom of the stairs across from the women’s restroom. A cigarette butt bucket is provided, located near the door going into the courtyard. (NOTE: Men are not allowed to use ladies restroom. If things get crowded you can guide them to other men’s restrooms in church)

Guests should have all laundry done and showers finished by 10 pm to ensure a quiet environment for sleeping. (NOTE—typically there are several of the men who have stayed at BUMC before and may be familiar with the rules.)

Most of the guests will be sleeping by 9pm but there may be a few guests that stay up for a little while to watch TV in the small fellowship hall.

Location for Guest Clothing/Shopping Area—Room 114 (Black Room) All clothing items will be on display in the room. It is suggested that an innkeeper monitor shopping process after dinner. The innkeeper may allow for individual shoppers to go later if the need arises. Again at least one innkeeper should monitor the activity. Also, we are collecting and only offering targeted clothing options this season emphasizing underwear, socks, t-shirts, sweaters/coats and belts.

When the guests have settled down for the evening innkeepers may temporarily set the light sensors in the hallway ceiling to off (slide the button) to keep the lights from coming on and off during the late evening hours due to nighttime foot traffic. **(NOTE—Please reset sensor switches to original positions before leaving Sunday morning.)**

Overnight - Innkeepers will typically sleep in the library (on the floor) so they are encouraged to bring sleeping bags, perhaps some foam cushioning and pillows. **NOTE: Innkeepers are asked to refrain from taking any drinks into the library except for water. Please no coffee or soft drinks in the library.**

SUNDAY MORNING STARTING PROCESS

Sunday morning at least one Innkeeper should be working with the guests to get the cots stacked, linens and pillows returned while the other innkeeper is getting breakfast snacks, milk, juice, coffee ready. You will likely toggle back and forth between tasks.

The men are awakened at **5am** (typically the innkeepers are up preparing the breakfast items by about **4:45am**) for breakfast snacks and coffee (typically sausage biscuits that are left in the refrigerator by food prep team). The innkeepers will need to make the coffee (typically about half a coffee cup of grounds goes into a filter) and warm up the breakfast snacks (typically can be warmed up in the microwave).

The Guests will help stack the cots & inflated air mattresses in Rm. 114, return used linens to innkeepers, and return pillows to the shelf above the dryers.

Ensure that the 12 sack lunches left behind by meal prep team are distributed to the men Sunday morning (the lunches can be set out in front of the kitchen pantry door for the men to pick up).

The BUMC driver will arrive by **5:30am** to pick up the men and take back downtown.

As soon as the guests have helped re-stacked the cots (DO NOT BREAKDOWN) and inflated air mattresses in the Youth Room (Black Room-Rm 114 and returned used linens back to innkeepers (sheets, towels, etc.) Sheets/pillow cases should be washed first with towels going in last in the washers (this would be in the 5:15am time range). It's suggested that sheets/pillow cases should be washed in the early loads and then put into the dryer first. A small scoop of detergent per load is sufficient. Room in the Inn staffing coordinator (or signee) will finish the drying and folding of linens/towels Sunday morning. But innkeepers (at least one if not both) should check back at some point on Sunday to ensure that all linens have been folded and returned to the metal shelving located across from the clothes washers. Also, the guests should have returned all pillows to the top of the shelf located above the dryers.

SUNDAY MORNING INNKEEPER TASKS

Men's restroom shall be cleaned. Includes sweeping out and then a light mopping (broom and mop bucket located in janitor room between the two restrooms). Lightly clean the sink and toilets with disinfectant and paper towel (clean sink first, then toilet, then urinals. (NOTE-Ladies restroom is not open for use by the men during their overnight stay. Men are welcome to use other men's restrooms in the church if needed. Please consult map below.)

Kitchen and dining room area clean up. Please ensure used coffee grounds have been put in trash and pots rinsed out. Please dump full trash container bags into dumpster (located in back of building near the back exit from the parking lot surrounded by wooden privacy fence. Dumpster is locked. Keys are located in both kitchens on small white plastic hooks affixed to wall.) New Garbage bags for empty trash cans are typically located in the top drawer of the island located across from the kitchen sink or on the rolling garbage can located in maintenance closet across from Fellowship Classroom.

Continue to manage change out of laundry from washer to dryer while you engage in other clean up tasks.

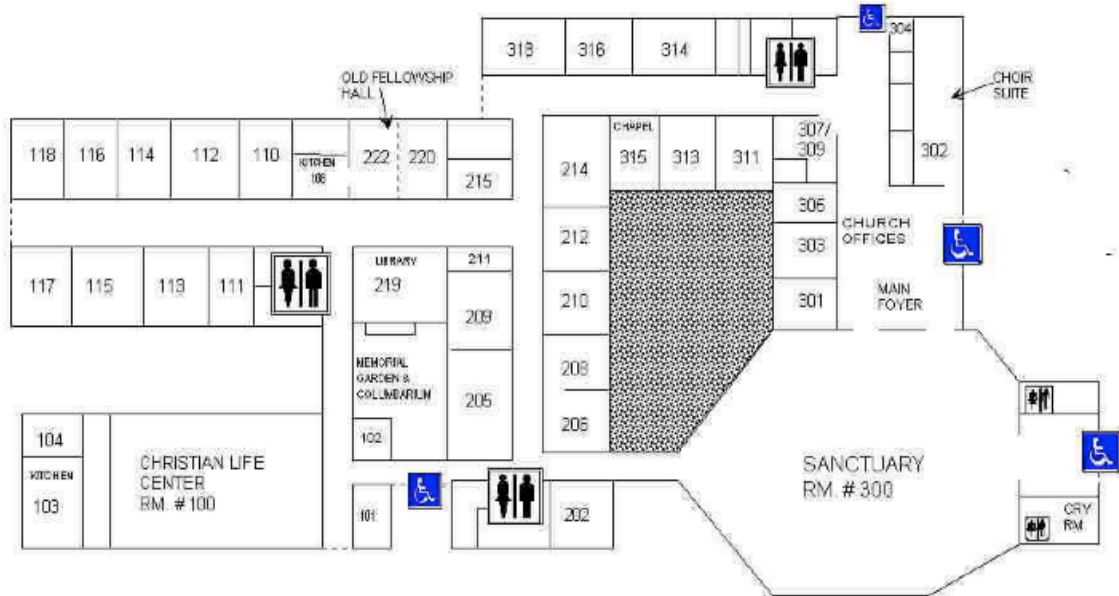
Disinfectant sprays and rags are typically available on the janitor's gray trash can located in the maintenance closet across from the Fellowship classroom. There is heavy equipment in this room so you know you have the correct room (this is NOT the small janitorial room located one door down.)

All classrooms where the men slept should be returned to their original set up. There's typically only one room (with 4 folding tables set up in a square) that requires any major attention. Just make sure the rooms are ready to go for classes on Sunday.

Please ensure that the guests leave on Sunday with the bag(s) of blankets they would have brought with them Saturday night.

Please ensure that the cigarette butt bucket, located in the columbarium courtyard, is returned to its hidden location (spot will be marked with a stone or small brick)

Room in the Inn Drivers—All drivers must be registered with the church office. All drivers must read the bus policy 141218 (available under Forms on the church web site) and sign the signature page. Driver must submit a copy of your driver's license and insurance card to the church secretary in order to be added to the approved drivers list. This shall occur before operating the bus for any church-related event. New RII drivers may want to engage in at least one ride-along with a veteran driver to learn what's expected. Drivers pick up driver's packet with keys enclosed for van and gate in the door pocket hanging on the church secretary's door. Driver leaves church at approximately 5 p.m. on Saturday to pick up RII guests at 5:30pm at the downtown campus. Driver returns to church at 5:30 a.m. Sunday to pick up guest and return them downtown. Lead contacts for RII drivers are Jimmy Williams (Trustees), Jeff Shearer and Danny Spence (RII staffing coordinators).



Bellevue United Methodist Church

100	Christian Life Center	116-118	Youth Suite	210	3 & 4 Year Old Class	304	Dir. Of Music Office
103	Large Kitchen	117		212	Music Makers Room	305	Administrator's Office
110	Friends N Faith	202	3rd, 4th and 5th Grade Class	214	Fellowship Class	307/309	Volunteer Office
112	Junior High Class	205	Kindergarten -2nd Grade Class	219	Library	311	Pathfinders Class
113	Interdiscovery Class	206	Infant Nursery	220/222	Small Fellowship Hall	313	Good News Class
114	Senior High	208	Toddler Nursery	300	Sanctuary	314	Judd Wesley Class
115	6th Grade Confirmation Class	209	WOW Room	301	Rev. Rainey's Office	315	Chapel
				302	Choir Suite	316	Food Pantry
				303	Dir. Of Christian Ed. Office	318	Food Pantry