

## 2018 – 2019 Room in the Inn Group Instructions

Please read this and keep it for reference to prepare for your date given

### The Meal:

- Provide a well-rounded meal for 14 GUESTS, plus 5-6 weekly Room in the Inn regular helpers from our church and the number of your small group members who will be attending.
- Meal Suggestions: Meat/starch/one or two veggies/bread/drink and dessert for your total count. Please include a protein in your meal. Healthy salads are also a plus for them. Avoid spicy foods and consider diabetics in planning a meal.
- You will need to bring: 1-2 gallons of sweet decaf tea and 1-2 gallons of lemonade. Decaf coffee is provided & available to make for the evening guests. No regular coffee for guests.
- Paper goods & utensils are available on a cart marked Room in the Inn. Ice, Butter, salt and pepper are available. Tables will be already set up for you that will seat 35.
- If your class is scheduled for a Tuesday night, you might want to contact the Monday night class so you don't duplicate the meal. See the Meal Train online for more information.

<https://www.mealtrain.com/trains/wyko31>

### Others areas to serve our guests:

- Enlist 1 or 2 people for prayer requests from our guests.
- Plan a short devotional, skit, songs, Bible reading or short testimony to do after the meal (5-10 minutes maximum)

### When, How:

- 5:00-5:30 p.m. - Plan for 2-3 of your small group members to arrive and start warming/preparing the meal.
- Cover tables with white paper table covering. It is by the coffee maker with scissors. Decorate tables if desired. Please replace any items you used. They are in the room before you enter the bathroom in the kitchen. Please RETURN them to that room.
- Use plates, cups & utensils that are on the RITI cart. Set tables for the number that you expect to serve that evening. Make one pot of decaf coffee. (No regular is used for RITI at night.) Put coffee made on the red coffee cart and roll to an outlet on the window wall. Cut desserts and plate them on the 6" plates. Only put out one dessert per person.
- Pour drinks 2/3 full. You will add ice them when guests arrive.
- 6:15-6:30 Guests arrive. The guests will put down their bags and eat almost immediately after arriving. Please wait to serve the guests until everyone is in the table area and we have prayed.
- Prepare each plate as our guests come through the line. We want it to be fresh and as warm as possible. We serve the plates from the kitchen for health and sanitary reasons. Plastic gloves are available in the drawer of the serving desk or are in the storage room through the door by the dishwasher. Your group can eat with the guests although one or two will need to stay and serve seconds to our guests.
- 6:30-7:15 (approximately) – dinner and devotional
- 7:15- 8:15 – prayer requests, guests will visit the clothes closet and have the opportunity to shower.

- CLEAN UP: Please do not store any leftover food in the refrigerator. Please plan for small group members to take the extra food home with them that evening. Leave only a few desserts and a pitcher of water with ice for our overnight guests. No food. Some guests may ask for a carry-out plate. Put it in the refrigerator with their name on it for them to get before they leave the next morning. Wash, dry and put away anything used. Please don't leave anything to dry except wet towels hung on the sink. Wipe down kitchen tables and any spills. Tell the host before you leave so he can close and lock all doors leading to gym. Lunches will have already been prepared by a lunch team and left on the back table.

**Where:**

- Kitchen "A" door will be open at 3:30, or you can use the north door on Building A. Contact the church office if any food needs to be dropped off early.

**Other important notes:**

- Please have an adult with children at all times. Refrain from leaving children in the gym without proper supervision. Children should not interact with our guests one-on-one without an adult present. See additional "RITI with Children" PDF for ideas, and tips on how to include Children well in this service opportunity.
- If your group NEEDS to change, please trade with another group and update the Meal Train.