

**PM DRIVER DUTIES**  
(3 Personal Vehicles Needed)

1. Arrive at the church no later than **4pm**.
2. Wear your nametag.
3. Depart from the church by **4:15pm**.
4. Upon arrival at the Center for Urban Ministry, pull up to the front door. Advise staff at the Center that you are from Mill Grove. You will be given a list of guests for the evening.
5. Introduce yourself to passengers and give general information about the church location and facilities. Advise guests they will return to the Charlotte Transit Center by 9:30am Saturday morning.
6. Take guests to the back of the church's education wing.
7. Tell guests the smoking area is just outside the entrance to the building.
8. Greeters should welcome guests and let them know they may line their belongings along the wall in the hallway as they enter the building.
9. Join us for dinner!

**AM DRIVER DUTIES**  
(3 Personal Vehicles Needed)

1. Arrive at the church **NO LATER** than **8:45am** Saturday morning.
2. Give each guest a bag lunch from the refrigerator in Room 217.
3. Help guests load their belongings into the vehicles and depart by **9am**.
4. Take guests to the Charlotte Transit Center at 310 E. Trade Street uptown. Many of them will wish to catch the bus from there.

**SET-UP CREW DUTIES**

1. Let us know if you plan to eat.
2. Arrive no later than **4pm**.
3. Prepare overnight bedding. Cots are located in the closet of Room 216. Set up cots in Rooms 214-216. (Directions are in plastic sleeve of carry bag.) Place mattress or pad on top of cot.
4. From closet, take sheet set (top, bottom, and pillowcase), pillows, towels, wash cloths and blankets. After beds are made, fold two blankets at the foot of each. (Do not make up overnight innkeepers' beds.)
5. Place chair by each cot.
6. Put towel and toiletry kit on chair.
7. Place loose toiletries in baskets for each of the three restrooms.

### **DINNER CREW DUTIES**

1. Arrive in time to have food for 20 (entree, vegetable, salad, beverage, dessert) ready to serve at **6pm**. Guests are ready to eat within 5 minutes of their arrival.
2. Once everyone is served, join us for dinner. Please do not stand off to the side and watch our guests eat, since this becomes very awkward. Break bread with them! Fellowship is key to making this ministry a success.

### **OVERNIGHT INNKEEPER DUTIES**

(Innkeepers should include at least one male)

1. Arrive by **6pm**. Acquire guest list. Secure all doors.
2. Let guests know about morning procedure:
  - return linens, towels, and washcloths to designated bin
  - stack bedding.
  - return folded blankets to hall.
3. Allow guests to use phone if needed (must have cell phone after church hours).
4. Notify Director if necessary (numbers on inside of closet door). Please do not let guests detect this.
5. Bring your own alarm clock, bedding, and pad for cot. Innkeepers will usually sleep in Room 213.
6. Lights out at **10pm**. Wake up at **7:30am**.
7. On Saturday morning, refold cots and place in closets in carry bags.
8. Arrange rooms for Sunday.

### **SATURDAY MORNING CLEAN-UP CREW DUTIES**

1. Make sure kitchen, Room 217, bathrooms, and showers are clean.
2. Vacuum.
3. Check rooms for Sunday.
4. Lock all doors.

### **LUNCH CREW DUTIES**

1. Make two sandwiches (usually meat) for each guest and place into sandwich bags.
2. Place sandwiches, one beverage (juice, soda, or water), chips, and cookies or fruit into paper bag, then into plastic grocery bag with handles.
3. Place lunches in refrigerator in Room 217 Friday afternoon. Lunches will be given out on Saturday morning.

### **BREAKFAST CREW DUTIES**

1. Have breakfast ready to serve in Room 217 at **8:30am** (vehicles leave at 9am). Plan for 12 guests and several volunteers (approximately 16 people total). Have coffee and juice available. Serve breakfast on paper or plastic plates. (No “to go” boxes, please.)
2. Clean tables and counters.
3. Empty all trash.
4. Take soiled towels home to launder and return to church.

### **GREETERS AND FRIDAY EVENING CLEAN-UP CREW DUTIES**

1. Arrive at the church at **5:30pm**. Welcome our guests as they arrive. Invite them in and let them know they can place their belongings along the wall in the hallway.
2. Eat dinner with guests and get to know them.
3. After dinner, clear tables, empty garbage, and wipe down tables and kitchen areas.
4. Assist dinner crew with towels that need to be taken home and laundered.

### **LINENS CREW DUTIES**

1. Take cart of dirty laundry to Countryside Cleaners in Mint Hill and pick up cart of clean linens.
2. Fold linens and place in closets at the church.