**Room In The Inn**

Belmont United Methodist Church

Belmont UMC is one of the churches in the Nashville area that provides a safe, warm place for homeless persons to stay overnight one night each week from November through March and receive three meals (dinner, breakfast, and a sack lunch). This ministry is provided in association with the Room In The Inn, a non-profit organization founded by Father Charles Strobel. Belmont’s Homeless Ministries Team oversees the ministry.

**RITI Guidelines**

These are the instructions for each volunteer role involved, including setup instructions and an hour-by-hour schedule for conducting the RITI program at Belmont. . [These instructions are posted on the Belmont UMC website located under the Ministries and Outreach tab.]

1. Monthly Coordinator
2. Class/Group Coordinator
3. Friday/Saturday Driver
4. Overnight Hosts (2)
5. Food Preparers and Servers
6. Personal laundry helpers
7. Linen laundry helpers

**Monthly Coordinator**

The Monthly Coordinator provides oversight and assistance to the Class/Group Coordinators for an entire month of the program. The following are their duties:

1. Contact the Class/Group Coordinator two weeks in advance and confirm that each volunteer position has been filled.
2. Answer questions the Class/Group Coordinator may have about the program.
3. Check the supplies in the kitchen and replenish as appropriate. If extra cereal, milk, or juice is available from the previous weeks, inform the Class/Group Coordinator.
4. Be certain that Angie Slade has been given the name of the driver(s) by Wednesday of the week they are to drive.
5. Be present Friday at 5:15 pm to assist with the set-up.
6. If needed, be present at 5:00 am on Saturday morning to assist with clean up.
7. Report any issues that need resolution to the Homeless Ministries Team chair.

**Class/Group Coordinator**

The Class/Group Coordinator recruits the volunteers in the class to fill the various roles required to conduct the program on a single Friday. They also are the liaison between the class and the Monthly Coordinator. The following are their duties:

1. Recruit the following volunteers from the class: Bus driver(s), overnight hosts (2), food preparers and servers, and personal laundry helpers. (Linen laundry is covered.)
2. Provide the volunteers instructions for their specific duties.
3. Serve as liaison with the Monthly Coordinator.
4. Communicate the name of the Friday night driver to Angie Slade by Wednesday.
5. Be present on Friday by 5:15 pm to oversee and assist with setup.

**RITI Driver(s)**

The Bus Driver(s) must be an approved driver for the Belmont UMC bus. **To become approved, they must complete the required paperwork and receive an orientation to the bus.** The required paperwork is obtained from Angie Slade who will also arrange for the bus orientation. The following are the driver duties:

1. Arrive by 5:15 pm and pick up the RITI Bus packet from the cubby located on the counter in the reception area at the back entrance to the church (across from the Community Center). The packet contains the bus keys, a trip report form, and map.
2. Open the bus and confirm there is sufficient gas for the two trips to the Campus for Human Development. Check to see that the bus is clean and the lights and passenger door are working. Record the mileage on the trip report located in the packet.
3. Return to the Community Center and assist with setup.
4. At 5:30 pm drive to the Campus for Human Development (705 Drexel Street, 37203) and pick up 12 overnight guests. When picking up the guests, you will receive 12 blankets for the night and a list with the guest names.
5. Drive to Belmont UMC and escort the guests into the Community Center.
6. Arrive at 5:45 am Saturday morning, load the guests and blankets on the bus, and drive to the Campus for Human Development. (The bus should leave for the Campus for Human Development by 6:00 am.)
7. Unload the men and blankets and turn in the RITI report that has been completed by one of the overnight hosts.
8. Drive to Belmont UMC and park the bus in the designated spot. Clean out bus.
9. Complete the trip report and return the RITI Bus packet with the report and keys to the cubby located on the counter inside the rear entrance to the church. (If the church is locked, place the RITI Bus packet on one of the tables in the Community Center. The custodian will return the packet to the cubby in the church.)

**Overnight Hosts (2)**

The Overnight Hosts serve as host for the guests, making them feel welcome, answering questions, and overseeing the services provided (clean bed, towels, toiletries, food, laundry, etc.). One of the two hosts could also be the bus driver if they have completed the necessary paperwork with Angie Slade. The following are their duties:

1. Serve as host and overall leader for the evening.
2. Arrive by 5:00 pm and lead setting up for the evening. [Instructions are in the **RITI Cabinet** in the kitchen along with a first aid kit. They are also on the church website.]
3. After guests have arrived and deposited their belongings by their chosen bed, invite them to have a seat at one of the tables and give the Welcome Speech. Points to cover in the Welcome Speech:
* Introduce yourself and the other overnight host by first name.
* Say that this is a ministry of Belmont UMC to extend Christian hospitality.
* Say that we are pleased to have them as our guests.
* Point out the directions to the restrooms and shower rooms.
* Say that showers can be taken this evening after dinner, but not in the morning.
* Say we prefer they use the men’s restroom but if those showers are full, the women’s can be used.
* Say that towels, washcloths, and toiletries are available on the table by the door.
* Say there is a basket outside the bathrooms for wet towels/washcloths.
* Say smoking is allowed outside. Place butts in the appropriate container/can.
* Say the door will be locked at about 9:30 pm. If you need to go outside, use the buddy system to get back inside, as the door will lock when closed.
* Ask those who want clothes washed to go to the laundry table before they eat.
* Lead or invite a guest to lead a prayer of blessing for the food and the evening.
1. Assist in serving the food if needed. Eat with the guests.
2. Assist with cleaning up after the evening meal if needed.
3. Stay overnight on one of the beds provided. Bring your blanket or sleeping bag.
4. Complete the RITI report. Give to driver for return to the Campus.
5. Awake by 5:00 am, make coffee, heat water for hot chocolate/tea, and set out breakfast.
6. Wake the guests by 5:15 am and serve breakfast. Set out the sack lunches.
7. Ask the guests to help restack the mattresses and pillows in the storage room.
8. Retrieve the clothes worn by guests having their clothes washed and place in one of the mesh bags. Take this mesh bag to the reception area just inside the rear doors of the church. Return the other mesh bags to the **RITI Laundry Supply Box** in the kitchen.
9. Inspect the restrooms and gather up any towels, washcloths, and any left toiletry items.
10. Gather the used linens and towels. Use two of the sheets to tie these into two bundles, one with the wet towels and washcloths, and one with the other linens. Place these bundles in the reception area just inside the doors of the Community Center for later pick up.
11. Place the 12 blankets on the bus for return to the Campus for Human Development.
12. Clean up after breakfast. Gather all the trash and take to the dumpster.

**Food Preparers and Servers**

Food is a very important part of this ministry and should be provided in generous quantities. The evening meal should include a main dish, a couple of vegetables, a salad, bread, fruit, and dessert. Drinks should include coffee, water, tea, hot chocolate, hot tea, and soft drinks (if you like). The quantity should be adequate to serve our 12 guests, the two overnight hosts, and the servers for the meal.

Breakfast should include cereal, bananas, orange juice, and milk. Sweet rolls or pastries may be included but is not necessary. The quantity should be adequate for the 12 guests and two overnight hosts. Cereal left over from previous weeks may be in the **RITI Cabinet** in the kitchen. Milk and juice from previous weeks may be in the RITI refrigerator.

The sack lunch should include two sandwiches, a bag of chips, soft fruit (banana, orange, applesauce or grapes), soft cookies or brownies in individual baggies or pudding cups with plastic spoon, and an individual juice/drink box. There should be 12 sack lunches.

The food for Friday evening should be prepared and delivered to the Community Center no later than 5:45 pm. Any food that needs to be heated should arrive at 5:15 pm.

Duties of the servers include the following:

1. Arrive by 5:15. Find the RITI supplies in the **RITI Cabinet** in the kitchen.
2. Place plastic tablecloths on the serving tables and the round eating tables.
3. Set salt and pepper shakers and hot sauce (find hot sauce in the RITI refrigerator) on the tables.
4. Set out the paper plates, cups (cold and hot) and utensils on the serving table. Plastic utensils and paper napkins, plates and cups are available in the RITI Cabinet. There are also metal utensils in a tray. (If metal utensils are used, they must then be washed in the large sink at the back of the kitchen beside the dishwasher and returned to the tray where found. Soap, dishcloths, and towels are in the RITI Cabinet.)
5. Make coffee. The RITI coffee pot, coffee and filters are on the RITI cart in the kitchen.
6. Use the electric teakettle to heat water for hot chocolate and hot tea. Hot chocolate packets, tea bags, sugar, artificial sweetener, and creamer are on the RITI cart.
7. Get ice from the kitchen ice machine and put into large bowl on the table with a scoop.
8. All food should be cooked in advance and brought to the site. Food can be warmed up in the stand-alone oven. Directions are in the white binder.
9. Serve food.
10. Eat with guests.
11. Clean up after the meal. Servers should take all left over food home or leave in the RITI refrigerator for transport to RITI on Saturday morning.

**Personal Laundry Helpers**

The Personal Laundry Helpers wash the guests’ clothes while they are staying with us. The guests are provided clothes to wear while their clothes are being washed. Duties of the Personal Laundry Helpers are as follows:

1. Arrive at the Community Center by 6:15 pm on Friday.
2. Set out the overnight clothes and mesh laundry bags on a table near the door to the gym. (They are located in the **RITI Laundry Supply Box** located in the kitchen.)
3. After the “Welcome Speech” by the overnight host, give a set of top and pants and mesh laundry bag to each guest who wants their clothes washed.
4. Write the name of the guest on the signup sheet next to the number that matches the one on their mesh bag. (Use spiral notebook in the RITI Laundry Supply Box.)
5. Tell the guests to place their clothes to be washed in the mesh laundry bag and bring the filled bag back to the table.
6. Take the laundry bags to a Laundromat to wash and dry.
7. **The Monthly Coordinator will provide quarters for the Laundromat**.
8. Return to the Community Center and place each stack of folded clean clothes on the laundry table with the guest’s name on an index card on top.
9. Return the mesh bags to the RITI Laundry Box and any remaining quarters to the RITI Cabinet.

**Tips for Personal Laundry Helpers**

Numbered mesh bags are used to ensure that guests’ clothes do not get mixed together. Index cards are used to identify the folded clean clothes when they are returned. Typically, a laundry helper can wash three to four sets of guest’s clothes.

The church supplies laundry soap, dryer sheets, and quarters for the Laundromat. There are also tops and bottoms for the guests to wear while their clothes are being washed. Numbered mesh bags, a spiral notebook, and index cards are located in the RITI Laundry Box. The Monthly Coordinator will provide the quarters.

Coin Laundry Express is located near the church across from the new Kroger grocery on 21st Avenue. Regular size washers cost $2.50 per load. Dryers cost 50 cents for 10 minutes. The regular size washers are usually large enough for one guest’s clothes. Using several washers simultaneously works best and the clothes can be removed from the mesh bag for washing. Likewise, using several dryers simultaneously, guests’ clothes can be dried in 20 minutes outside of the mesh bag. Using this method, a laundry helper can complete the entire process in about two hours, giving plenty of time to return the guests’ clothes before 10 pm on Friday night.

**Linen Laundry Helpers**

The linen laundry helpers wash and dry the sheets and towels used by guests to get them ready for guests the following week.

1. Arrive at the Community Center before 12:00 noon Saturday to pick up soiled sheets and towels in 2 gray plastic bins.
2. Take home or to the laundry mat to wash, dry and fold.
3. Return clean, folded sheets and towels in gray bins to the Room in the Inn storage closet in the Community Center by 4:00 PM the following Friday.

**Friday RITI Setup Instructions**

1. Custodians will do the following prior to 5:00 pm on Friday:
* Set up the bed frames and mattresses. Place a chair by each bed.
* Set up 2 serving tables, 3 dining tables and chairs.
* Set up an additional table inside the gym near the entrance. (This will be used for the personal laundry and for the towels, washcloths, and toiletries.)
* Set up the TV/VCR for movies.
1. Volunteers will do the following starting no later than 5:00 pm on Friday:
* Find the RITI Instructions and serving supplies in the RITI Cabinet in the kitchen.
* Find pillows, sheets, and pillowcases in storage area.
* Put sheets on each mattress, turn down the corner of the top sheet and place the pillow in the pillowcase and on the bed.
* Set out toiletry cabinet with soap, shampoo, etc. on table near door to the gym.
* On a the same table set out towels, washcloths, and razors, shaving cream, toothbrushes, toothpaste, etc.
* On the same table set out tops, bottoms, and mesh laundry bags for the personal laundry service.
* Place a laundry basket by the restroom doors for dirty linen.

**Room In The Inn Schedule**

**Friday (PM)**

5:00 Monthly Coordinator, Class/Group Coordinator, and Overnight Hosts(2) arrive to check on supplies and begin setup.

5:15 Driver arrives to pick up packet with keys and prepares the bus.

5:15 Food servers arrive and begin setting up for dinner.

5:30 Bus driver leaves in bus to pick up guests.

6:15 Personal laundry helpers arrive to set up personal laundry service.

6:15 Food on serving tables, ready for dinner.

6:15 Guests arrive, deposit belongings on bed and wash hands to prepare for dinner.

6:20 “Welcome Speech” delivered.

6:25 Participating guests change into overnight clothes provided and bring clothes to be washed to the Personal Laundry table.

6:30 Dinner is served.

7:00 10:00 Guests visit with volunteers, shower, watch television, and/or go to bed.

10:00 Lights out

**Saturday (AM)**

5:15 Rise and shine

5:15 Breakfast served

6:00 Bus leaves

6:30 Bus returns

**Contact Information**

Room In The Inn: 24/7 Emergency Number – 251-7064

 Main Switchboard, 8 – 4 weekdays – 251-9791

 Room In The Inn shelter direct line – 251-7019

Belmont UMC: Jefferson Furtado, Pastor of Discipleship – 615-541-9383

 Susan Utley, Homeless Ministries Team – 615-948-5772

 Nelda Schreiber, Homeless Ministries Team – 615-584-1391

Monthly Coordinators

November Nelda Schreiber, 615-584-1391

December Bart Perkey, 615-613-1915

January Susan Utley, 615-948-5772

February John Kennedy, 615-426-0820

March Joan Brasher, 615-438-8475

**Class Volunteer Assignment Sheet**

|  |  |  |
| --- | --- | --- |
| **Volunteer Position** | **Name** | **Phone Number** |
| Class/Group Coordinator |  |  |
| Bus Driver |  |  |
| Bus Driver |  |  |
| Overnight Host |  |  |
| Overnight Host |  |  |
| Food Preparer/Server |  |  |
| Food Preparer/Server |  |  |
| Food Preparer/Server |  |  |
| Food Preparer/Server |  |  |
| Food Preparer/Server |  |  |
| Food Preparer/Server |  |  |
| Food Preparer/Server |  |  |
| Personal Laundry Helper |  |  |
| Personal Laundry Helper |  |  |
| Linen Laundry Helper |  |  |

(over)

**Room In The Inn Signups**

FRIDAY NIGHT OVERNIGHT HOSTS:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Friday Night Meal (to serve 12 guests, 2 hosts, and food servers who eat)

Main Dish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vegetable: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vegetable: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salad: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bread: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Soft Fruit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dessert: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tea (1 gal): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Saturday Breakfast (to serve 14)

Cereal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sweet rolls/pastries: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12 bananas: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1 Gallon orange juice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1 Gallon milk: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Saturday Sack Lunches:

12 lunch sacks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

24 sandwiches (in baggies): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12 bags chips: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12 soft fruit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

24 soft cookies or brownies in individual baggies or 12 pudding cups
 with plastic spoon: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

24 individual juice/drink boxes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LAUNDRY:

Personal laundry (Fri night): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Linen laundry (sheets & towels Sat):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_