

# **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 Drivers (2 each way)
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 drivers by Wednesday of the week they are to drive.
5. Obtain \$40 in quarters for the personal laundry and give those to the Personal Laundry Helpers when they arrive on Friday evening. Retrieve any remaining quarters left over from the previous week that are locked up in the RITI cabinet.
6. Be present Friday at 4:30 pm to assist with the set-up.
7. If needed, be present at 5:00 am on Saturday morning to assist with clean up.
8. 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 drivers (2 to 4), overnight hosts (2), food preparers and servers, linen laundry helpers, and personal laundry helpers.
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 drivers to Angie Slade by Wednesday.
5. Be present on Friday by 4:30 pm to oversee and assist with setup.

### RITI Drivers

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

1. Arrive by 5:00 pm and pick up the RITI Bus/Van 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/van keys, a trip report form, and map.
2. Open the bus/van and confirm there is sufficient gas for the two trips to the Campus for Human Development. Check to see that the vehicle 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 5:20 pm drive to the Campus for Human Development (705 Drexel Street, 37203) and pick up 6 overnight guests with each vehicle. 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/van, and drive to the Campus for Human Development. (The bus/van 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/van in the designated spot. Clean out bus/van.
9. Complete the trip report and place the RITI Bus/Van 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 are in charge for the evening. They 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 one of the drivers 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 4:30 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. (A block of wood is provided to keep the door from closing if necessary.)
  - 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.
4. Assist in serving the food if needed. Eat with the guests.
5. Assist with cleaning up after the evening meal if needed.
6. Stay overnight on one of the beds provided. Bring your blanket or sleeping bag.
7. Complete the RITI report. Give to one of the drivers for return to the Campus.
8. Awake by 5:00 am, make coffee, heat water for hot chocolate/tea, and set out breakfast.
9. Wake the guests by 5:15 am and serve breakfast. Set out the sack lunches.
10. Ask the guests to help restack the mattresses and pillows in the storage room and stack the bed frames unfolded along the 21st avenue wall of the Community Center.
11. Retrieve the clothes worn by guests having their clothes washed and place in one of the plastic bins with the linens and towels to be washed.
12. Inspect the restrooms and gather up any towels, washcloths, and any left toiletry items.
13. Gather the used linens and towels. Place these in one of the three bins used to store linens and towels. Place all three bins with the used linens on a bench in the vestibule of the Community Center for later pick up by those washing them.
14. Place the 12 blankets on the bus for return to the Campus for Human Development.
15. 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, sweet rolls/pastries, fruit, orange juice, and milk. (Warm casseroles can also be served but are not required.) 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 refrigerator designated RITI in the kitchen.

The sack lunch should include two sandwiches, a bag of chips, fruit (banana, orange, or apple), 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 5:30 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 eating and serving utensils are used, they must then be washed in the large sinks across from the dishwasher in the rear of the kitchen and returned to the trays 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 RITI closet.
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 cooler 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 5:45 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 RITI closet.)
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 21<sup>st</sup> Avenue. Regular size washers cost \$3.50 per load. Dryers cost 50 cents for 8 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**

Pick up the three laundry bins and take home or to a laundromat for washing, drying and folding. Return the clean linens and towels by Friday afternoon.

## **Friday RITI Setup Instructions**

1. Custodians will do the following prior to 4:30 pm on Friday:
  - Fold out and secure legs to the 14 bed frames.
  - Stack bed frames along the 21st avenue wall of the gym.
  - Ensure there are 4 round dining tables, 4 rectangular tables and about 34 folding chairs available in the gym for use by RITI.
  
2. Volunteers will do the following starting no later than 4:30 pm on Friday:
  - Move bed frames and place them around the perimeter walls of the gym leaving about 6 to 8 feet between them.
  - Place a mattress on each bed frame.
  - Place a chair by each bed.
  - Set up 2 serving tables end to end about 10 feet from the wall where the kitchen and RITI closet are located
  - Set up 3 round dining tables with 6 chairs at each. (If there are more than 6 volunteers planning to eat, another round table will be set up to accommodate everyone and still maintain adequate social distance.)
  - Set up an additional table inside the gym near the entrance. (This will be used for the underwear and sock distribution and for the towels, washcloths, and toiletries.)
  - Set up an additional table across from the other one for the collection of the personal laundry
  - Set up the TV/VCR for movies along with about 5 chairs in the vestibule area.
  - Find the RITI Instructions and serving supplies in the RITI Cabinet in the kitchen.
  - Find pillows, sheets, and pillowcases in storage area.
  - Put a fitted and top sheet on each mattress and place the pillow in the pillowcase and on the bed.
  - Set out the two toiletry cabinets with soap, shampoo, etc. on the table near door to the gym. On the same table set out towels, washcloths, and the
  - On the opposite table set out tops, bottoms, and mesh laundry bags for the personal laundry service.
  - Place one of the grey RITI linen bins by the restroom doors for dirty linen.

### **Room In The Inn Suggested Schedule**

(Setup time could be later with more volunteers)

#### **Friday (PM)**

- 4:30 Monthly Coordinator, Class/Group Coordinator, and Overnight Hosts(2) arrive to check on supplies and begin setup.
- 5:00 Drivers arrive to pick up packet with keys and prepare the bus and van.
- 5:15 Food servers arrive and begin setting up for dinner.
- 5:20 Bus drivers leave in bus and van to pick up guests.
- 5:45 Personal laundry helpers arrive to set up personal laundry service.

- 6:00 Food on serving tables, ready for dinner.
- 6:00 Guests arrive, deposit belongings on bed and wash hands to prepare for dinner.
- 6:05 "Welcome Speech" delivered.
- 6:10 Participating guests change into overnight clothes provided and bring clothes to be washed to the Personal Laundry table.
- 6:10 Dinner is served.
- 7:00 Guests visit with volunteers, shower, watch television, and/or go to bed.
- 10:00 Lights out (lights are turned out earlier when most guests are in bed)

**Saturday (AM)**

- 5:15 Rise and shine
- 5:15 Breakfast served
- 6:00 Bus and van leave
- 6:30 Bus and van return

**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: Heather Harris, Pastor of Congregational Care – 615-383-0832 x 227  
 TJ Swanson, Homeless Ministries Team Chair – 765-618-7529

**Monthly Coordinators**

November and December Bart Perkey, 615-613-1915  
 January Nelda Schreiber, 615-584-1391 & Susan Utley, 615-948-5772  
 February  
 March

### Class Volunteer Assignment Sheet

<b>Volunteer Position</b>	<b>Name</b>	<b>Phone Number</b>
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		
Food Preparer/Server		
Personal Laundry Helper		
Personal Laundry Helper		
Linen Laundry Helper		
Linen Laundry Helper		

## Room In The Inn Meal Signups

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

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

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

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

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

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

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

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

Ice Tea: \_\_\_\_\_

### Saturday Breakfast (to serve 14)

Hot breakfast  
sandwiches (optional): \_\_\_\_\_

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

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

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

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: \_\_\_\_\_