

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 two Friday nights a month 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 – 2023/24

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 (1 each way)
4. Overnight Hosts (2)
5. Food Preparers and Servers
6. Personal laundry helpers
7. Linen laundry helpers

NEW for 2023/24

1. **RITI access code to Community Center is now 0432#** (hit the pound sign after the number) and works Fridays 3 pm to 11 pm, Saturdays 5 am to 10 am
2. **Bus to pick up guests is parked at Leah Rose Senior Center, 1900 Acklen Avenue**, and there is a key fob with the bus key packet to access Leah Rose gates. Driver may drive to Leah Rose and park their car for the night, drive the bus and leave in the parking lot overnight.
3. **Bus drivers must be 25 to 74 years old.** They should contact Angie a month before they drive if they have never driven the bus since they need to schedule bus training.
4. **Kitchen cabinet has a lock, code is 1331.**
5. In the morning, ask guests to carry their mattresses and put them away in the storage closet and **place their bedframes close to the kitchen door.**

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. Drivers should email Angie Slade, aslade@belmontumc.org, and request a form so that they are approved to drive the bus. This may take a few days to receive approval. Angie should be given the name of the driver the Tuesday before they are to drive.
5. Obtain \$50 in quarters for the personal laundry and give those to the Personal Laundry Helpers (Martha and Jim Robinson) when they arrive on Friday evening.
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 RITI coordinator.

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 (1 each way), overnight hosts (2), food preparers and servers, linen laundry helpers for sheets, towels and clothes the guests wear while their personal clothes are being washed.
2. Provide the volunteers instructions for their specific duties.
3. Serve as liaison with the Monthly Coordinator.
4. Communicate the name of the driver(s) to Angie Slade on Tuesday before they drive.
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, aslade@belmontumc.org, 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. **Bus to pick up guests is parked at Leah Rose Senior Center, 1900 Acklen Avenue, and there is a key fob with the bus directions to access Leah Rose gates. Driver may drive to Leah Rose and park their car for the night, drive the bus and leave in the parking lot overnight.**
3. 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.
4. At 5:20 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/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.

1. Serve as host and overall leader for the evening.
2. Arrive by 4:30 pm and lead setting up for the evening.
 - **Code for Community Center keypad is 0432#.**
 - Instructions are in the RITI Cabinet, in the kitchen along with a first aid kit. They are also on the church website.
 - **Kitchen cabinet lock code is 1331**
3. Volunteers will do the following starting at 4:30:
 - Set up the TV/VCR for movies along with about 5 chairs in the vestibule area
 - Find serving supplies in the RITI Cabinet in the kitchen.
 - Find pillows, sheets, and pillowcases in storage closet
 - 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, underwear and socks.
 - 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.
4. 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.

5. Assist in serving the food if needed. Eat with the guests.
6. Assist with cleaning up after the evening meal if needed.
7. Stay overnight on one of the beds provided. Bring your pillow, blanket or sleeping bag.
8. Complete the RITI report. Give to one of the drivers for return to the Campus.
9. Awake by 5:00 am, make coffee, heat water for hot chocolate/tea, and set out breakfast.
10. Wake the guests by 5:15 am and serve breakfast. Set out the sack lunches.
11. Ask the guests to help restack the mattresses and pillows in the storage room and stack the bed frames folded on their side **close to the kitchen door**.
12. 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.
13. Inspect the restrooms and gather up any towels, washcloths, and any left toiletry items.
14. Gather the used linens and towels. Place these in one of the bins used to store linens and towels. Place the bins with the used linens on a bench in the vestibule of the Community Center for later pick up by those washing them.
15. Place the 12 blankets on the bus for return to the Campus for Human Development.
16. 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, soft fruit such as bananas and oranges, 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. **We recommend that all hot food is delivered hot and can be sent in crock pots to remain hot. Our ovens are not recommended for RITI use.**

Duties of the servers include the following:

1. Arrive by 5:15. Find the RITI supplies in the RITI Cabinet in the kitchen.
2. RITI cabinet has a lock, use code 1331 to unlock.
3. Place plastic tablecloths on the serving tables and the round eating tables.
4. Set salt and pepper shakers and hot sauce (find in the RITI refrigerator) on the tables.
5. 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.)
6. Make coffee. The RITI coffee pot, coffee and filters are on the RITI cart in the RITI closet.
7. 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.
8. Get ice from the kitchen ice machine and put into large bowl on the table with a scoop.
9. All food should be cooked in advance and brought to the site.
10. Serve food, 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 sign-up 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.

Using several washers simultaneously for the guests' clothes 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 laundry bins with sheets, towels and overnight clothes. Take home for washing, drying and folding. Return the clean linens and towels by Friday afternoon to the Community Center in front of the RITI closet doors.

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.
 - 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 rectangular serving tables end to end about 10 feet from the wall where the kitchen and RITI closet are located
 - Set up 4 round dining tables with 6 chairs at each.
 - Set up 1 rectangular 6 foot table inside the gym near the entrance. This will be used for the under wear and sock distribution and for the towels, washcloths, and toiletries.
 - Set up an 2 rectangular 6 foot tables for personal laundry helpers next to the windows to the right side of the gym, close to the entrance.

Room In The Inn Suggested Schedule

Friday (PM)

- 4:30 Monthly Coordinator, Class/Group Coordinator, and Overnight Hosts (2) arrive to check on supplies and begin setup.
- 5:00 Driver arrives to pick up packet with keys, pick up the van from Leah Rose Senior Center 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
- 5:45 Ask guests to carry their mattresses and put them away in the storage closet and place their bedframes close to the kitchen door.
- 6:00 Bus and van leave
- 6:30 Bus and van return

Contact Information

Room In The Inn: 24/7 Emergency Number – 615-251-7064
Main Switchboard, 8 – 4 weekdays – 615-251-9791
Room In The Inn shelter direct line – 615-251-7019

Belmont UMC: Facility Manager for Emergencies - Neil Pennycuff, 615-804-8387.
Contact him if the RITI coordinators can't provide facility assistance.
For example, if the alarm goes off or if the heat doesn't work.

RITI Volunteer Coordinators:

Joan Cato, 615-498-9750
Lucy Haynes, 615-351-9510
Nelda Schreiber, 615-584-1391
Susan Utey, 615-948-5772

Heather Harris, Pastor of Congregational Care – 615-383-0832 x 227

Class Volunteer Assignment Sheet

Volunteer Position	Name	Phone Number
Class/Group Coordinator		
Bus Driver – Friday pm		
Bus Driver – Sat. am		
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	Covered by the Robinsons most weeks.	
Personal Laundry Helper	Covered by the Robinsons most weeks.	
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: _____