

Room In the Inn (RITI)

Guidelines 2026-27

Belmont United Methodist Church

Belmont UMC is one of many Nashville area churches that provide a safe, warm place for unhoused guests to stay overnight during the winter.

“There is joy in taking up a small part of someone else’s burden, the part you can manage – the part you think you can carry. You will be strengthened by it and in turn you will know that someone else will not be crushed by what they cannot manage alone.” **Father Charles Strobel**

We Host: First and third Fridays, November through March

We Provide: A warm and welcoming place for our guests to enjoy dinner with us, take a hot shower and sleep on a bed. We also host breakfast and give them a bag lunch for the day. The Graham-Inquirers’ class thoughtfully provides clean socks and underwear.

We Support: Guests that are managed by Room in the Inn, a non-profit homeless ministry founded by Father Charles Strobel

We Welcome: Provide hospitality to up to 12 guests, join them in prayer before dinner, visit with them as we eat together.

RITI Team – Contact with any questions!

Joan Cato – 615-498-9750

Nell Schreiber - 615-584-1391

Susan Utlely – 615-948-5772

Neil Pennycuff – 615-804-8387 for facilities emergencies

Emergency – call 911

24/7-hour RITI On Call Number – 615-251-7064

First Aid Kit – in kitchen cabinet

Volunteers - Sunday School Class/Group

Class Coordinator – Recruits volunteers and food preparers, arrives at 5 pm to oversee group and assist with set up

Bus Driver – 1 person can drive both Friday night (depart church 5:30) & return guests on Saturday at 6 am.

Overnight Hosts – 2 adults to stay overnight, serve breakfast and clean up in the morning. One host can also be the bus driver.

Set Up, Serve Dinner and Clean Up – 4 to 6 volunteers set up beds, set tables, dinner prep and serving, lunch prep, clean up

Laundry helpers – 1 or 2 for Saturday pick-up of sheets, towels, return before the next Friday to Community Center

Community Center

Access code is 0432#, hit the pound sign after the number

- This code works Fridays 3 pm to 11 pm, Saturdays 5 am to 10 am
- Regular church code works outside those hours.

Kitchen cabinet lock code is 1331.

Suggested Schedule

Friday Night

5:00 Set Up Team arrives – class coordinator, set up and food volunteers, RITI team members arrive; make beds, set up dining and serving tables, meal prep, make sack lunches,

5:00 Driver arrives to pick up packet with keys, pick up the bus from Leah Rose Senior Center and check the bus

5:20 Bus driver leaves to pick up guests

6:00 Food on serving tables, ready for dinner

6 to 6:15 Guests arrive, deposit belongings on beds and wash hands to prepare for dinner, “Welcome Speech” delivered.

6:15 Dinner is served

7:00 Guests visit with volunteers, shower, watch television, some go to sleep very early

9:30 Outside doors are locked

10:00 Lights out (lights are turned out earlier when most guests are in bed)

Saturday Morning

5:00 Rise and shine

5:15 Breakfast

5:45 Ask guests to carry their mattresses and put them away in the storage closet and place their bedframes close to the RITI closet doors. They also put dirty sheets in grey bin in middle of floor.

6:00 Bus departs

6:30 Bus returns

Class Volunteer Assignment Sheet

Volunteer Position	Name	Phone Number
Class/Group Coordinator		
Bus Driver – Fri. pm		
Bus Driver – Sat. am	Can be the same as Friday 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		
Laundry Helper		
Laundry Helper		

Meal Signups

Friday Night Meal to serve 18 (12 guests plus 6 volunteers)

Main Dish: _____

Vegetable: _____

Vegetable: _____

Salad: _____

Bread: _____

Soft Fruit: _____

Dessert: _____

Ice Tea: _____

Saturday Breakfast (to serve 14)

Hot breakfast
(optional): _____

Cereal: _____

Muffins: _____

Soft Fruit (bananas, oranges): _____

1 Gallon orange juice: _____

1 Gallon milk: _____

Saturday Sack Lunches – can assemble in kitchen Friday night

RITI kitchen cabinet provides 1 gallon bags for lunches, sandwich bags

24 sandwiches (in baggies): _____

12 bags chips: _____

12 soft fruit cups with plastic spoon: _____

24 soft cookies/brownies in 12 baggies _____

12 juice boxes or water bottles: _____

Volunteers – arrive 5 pm

- Set up serving table and dining tables for dinner using supplies in the RITI closet and kitchen cabinet.
- Make 12 beds, with fitted, top sheet, pillowcase. Sheets are located in the storage closet.
- Two toiletry supply units with soap and shampoo placed on the table near door to the gym. On the same table set out towels, washcloths, underwear and socks.
- One grey RITI linen bin is placed by the restroom doors for dirty linen.
- One grey linen bin in the middle of the gym for guests to put their sheets and pillow cases in the morning.
- Set up the TV/VCR for movies along with about 5 chairs in the entrance area

Laundry Volunteers – Sheets and Towels

1. Pick up the laundry bins with sheets and towels on Saturday morning.
2. Please return clean linens before Friday afternoon to the Community Center in front of the RITI closet door

Bus Drivers

1. Drivers should email Angie at aslade@belmontumc.org a month before they drive to ensure they are covered by church insurance. Angie will assist you with forms. Bus drivers must be 25 to 74 years old.
2. Arrive by 5:00 pm and pick up the RITI 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 van keys, a trip report form, and map.
3. **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.**
4. Check gas level 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.
5. 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.
6. Drive to Belmont UMC and escort the guests into the Community Center.
7. Arrive at 5:45 am Saturday morning, load the guests and blankets on the van, and drive to the Campus for Human Development by 6:00 am.
8. Drop off the men and blankets. Turn in the RITI report that has been completed by one of the overnight hosts.
9. Drive to Belmont UMC and park the van at Leah Rose. Clean out bus.
10. Complete the trip report and place the RITI van packet on one of the tables in the Community Center. The custodian will return the packet to the church.

Welcome Speech

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.

- Welcome! Introduce yourself, the second host and the Sunday School class providing food and serving.
- This is a ministry of Belmont UMC to extend Christian hospitality.
- We are pleased to have you as our guests.
- Directions to the restrooms and shower rooms.
- Showers can be taken this evening after dinner, but not in the morning.
- We prefer that you use the men's restroom but if those showers are full, the women's can be used.
- Towels, washcloths, and toiletries are available on the table by the door, body wash and shampoo are in the showers
- Feel free to take a pair of underwear and socks from the table.
- Please place wet towels in the basket outside the bathrooms
- Smoking is allowed outside, there is a cigarette can outside the door.
- The outside doors 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.)
- WIFI password is located on sheets on the tables
- Invite a guest to lead a prayer of blessing for the food and the evening.

Overnight Hosts

The 2 Overnight Hosts are in charge for the evening, answering questions and helping with any needs such as towels, toiletries, food, first aid kit, etc.). One of the two hosts can also be one of the drivers.

1. Stay overnight on one of the beds provided. Bring your pillow, blanket or sleeping bag.
2. Complete the RITI report. Give to one of the drivers for return to the Campus.
3. Awake by 5:00 am, make coffee, set up breakfast for self service.
4. Wake the guests by 5:15 am and serve breakfast. Set out the sack lunches.
5. 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 door to the left of the RITI closet door.**
6. Inspect the restrooms and gather up any towels, washcloths, and any left toiletry items.
7. 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 washing volunteers.
8. Place the 12 blankets on the bus for return to RITI campus.
9. Clean up after breakfast. Gather all the trash and take to the dumpster.

Servers Duties

1. Arrive by 5 pm. Find the RITI supplies in the RITI Cabinet in the kitchen. RITI cabinet has a lock, code is 1331.
2. Place plastic tablecloths on the serving tables and the round eating tables.
3. Set salt and pepper shakers and hot sauce (find 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.
5. 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. Fill metal container with hot water and dish soap for dirty silverware
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.

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