

ROOM IN THE INN AT ST. AUGUSTINE'S

VOLUNTEER INFORMATION PACKET

FIRST OF ALL, OUR SINCERE THANKS FOR VOLUNTEERING TO HELP WITH ROOM IN THE INN! YOUR CORPORAL WORKS OF MERCY MAKE A BIG DIFFERENCE IN OUR COMMUNITY—BOTH FOR OUR NEIGHBORS WHO FIND THEMSELVES WITHOUT HOMES, AND FOR ALL OF US AT ST. A'S AS WE GROW INTO THE HEALING POWER OF LOVE TOGETHER.

WHAT'S IN THIS PACKET

- ~ Some general info for everyone
- ~ Guides for the individual RITI jobs
- ~ Belmont Ministries keeps a white binder (in drawer or on counter) with tons of other useful info.

GENERAL INFORMATION

2019 TEMPORARY LOCATION – 2005 12TH AVE. SO.

Because of all the Vanderbilt construction, we are hosting Room in the Inn at the **Belmont Ministry Center**. Available Sundays are limited due to other programming at the center, but we can provide RITI housing for Sundays when Belmont Students are on break.

Belmont Ministry Center – 2005 12th Ave So., Nashville 37212

GETTING INTO THE BELMONT MINISTRY CENTER.

Someone from St. A's will be there to open the door at 5 p.m.

EMERGENCY CONTACTS

A red Belmont Security Hotline phone is located on the wall in the main dining area at the center. For emergencies just pick up that phone, call 911 on your cell, or both.

RITI Winter Shelter Hotline: For urgent questions that only RITI can answer	615-251-7064
Metro PD	Non-emergency – 615-862-8600 Emergency – 911
St. A's Contact	Tom Angland: 917-334-3225
St. A's Contact	Susan Ferguson: 615-390-4422

LAUNDRY

We will not be able to offer laundry facilities to guests this year. There are machines at the Ministry Center, but we'll use them to wash towels and bed linens.

COFFEE

Please make coffee as needed. You can use the supplies on hand at the ministry center.

SHOWER

There is one shower stall. It is separate from the restrooms.

RITI GUESTS ONLY

Occasionally in the past, guests have shown up on their own who are not from RITI. Please explain that we can only take RITI guests, and that they can go through RITI if they would like to stay with us in the future.

GUIDES FOR INDIVIDUAL RITI JOBS

DINNER-PREP GUIDE

HOW MUCH FOOD?

- Our guests tend to have BIG appetites. We will feed twelve **12 guests**. You may want to plan a **few extra portions** for yourself and the helpers as well, so that you can join our guests during dinner. Please include dessert.

ARRIVAL TIME TO BELMONT MINISTRY CENTER – 2005 12TH AVE SO., NASHVILLE 37212

- **Dinner is served at 6 p.m. It may be better to cook at home as the kitchen is modestly equipped compared to the A Frame kitchen. Please time your arrival accordingly. The doors will be open starting at 5:00 p.m.**
- **There is a stove top and oven if you need to warm something before serving.**
- **Please let your dinner helpers know when you plan to arrive.** We will get your team's contact info to you either via email so please check and read emails from St. A's or Signup Genius.

CLEANUP

Please note that there is no dishwasher. Please help setup people with dishes and cleanup.

GUIDE FOR SETUP AND DINNER HELPERS

You're the ones who will interact the most with our guests. Please familiarize yourself with the general info on the first page-and-a-half of this packet.

ARRIVE AT 5:00 TO BELMONT MINISTRY CENTER – 2005 12TH AVE SO., NASHVILLE 37212

Someone from St. A's will be present to open doors and hand off keys.

START LAUNDRY – WASH, DRY, FOLD, AND PUT AWAY SHEETS AND TOWELS YOU FIND IN THE LAUNDRY CLOSET.

(Setup/Dinner Helper guide continues next page)

DISTRIBUTE COTS AND MAKE UP WITH SHEETS, BLANKETS, AND PILLOWS.

- Cots, sheets, pillows, and cases are located in a large storage closet. Someone from St. A's will be there to acquaint you with the space.
- Guests will sleep in 4 classrooms. You will set up 3 cots in each.

PUT BATHROOM KITS IN PLASTIC BAGS

- The Ministry Center stores these supplies in the large closet. Since Belmont host women guests and we will host men, appropriate additional supplies will be brought in from St. A's.
- Please keep an eye on these supplies and refresh them as needed.

HELP WITH DINNER-PREP, SERVING, AND CLEANUP

- *HELP WITH DINNER-PREP AS YOU ARE NEEDED AND ABLE.*
Dinner prep will mostly happen at the dinner volunteers' homes. Below are some of the things you can do to help them out.
- *COFFEE*
Make coffee between 5:30 and 6:00. Instructions are in the white binder on the counter.
- *BUFFET SETUP*
Just try to make it practical. You can put silverware and napkins on the tables.
- *KEEP OUR GUESTS COMPANY AS FEELS COMFORTABLE AND APPROPRIATE TO YOU.*
Many folks have said this is the best part of the experience. Some of the guys will want to chat, others will want to keep to themselves or visit with each other.
- *CLEANUP AFTER DINNER*
There is no automatic dishwasher, so dishes will be by hand.

GUIDE FOR OVERNIGHT HOST

ARRIVE BY 6 P.M. AND CHECK IN WITH OTHER VOLUNTEERS

COME TO BELMONT MINISTRY CENTER – 2005 12TH AVE SO., NASHVILLE 37212

- Be sure to Collect RITI Forms and Keys from Setup or Dinner volunteers.
- Once the dinner folks leave, you'll be the one to help with guest requests.
- Various supplies are stored in a large closet. Ask another volunteer to show you where it is.
- There is general info on the first pages of this packet. EMERGENCY NUMBERS are on page 1, as are numbers for Tom and Susan if you run into questions you can't answer.

LIGHTS OUT AND TV

TV There is no specific time to turn off TV or lights. Some will bed down early, so exercise judgement for noise and lights. Some may opt to watch a movie. There is a collection of DVDs in the Large Supply Closet. You do not have to stay up until the last guest turns in.

(Overnight host guide continues next page)

SLEEP IN SANCTUARY

- *You will sleep in the sanctuary. Many people bring their own sleeping bags, pillows and camping mats, but you can use one of the cots and the bedding on hand if you prefer.*

PREP FOR BREAKFAST AT 4 A.M.

- Warm breakfast items if needed – you'll want to start the oven/stove by 4 a.m.
- Make coffee. Instructions are in the white binder on the counter.

WAKE EVERYONE UP BY 5 A.M.

Some of the guests may be in a hurry to get in line for day work.

DISTRIBUTE BREAKFASTS AND LUNCHES

BE SURE TO SEND RITI FORMS AND BLANKETS (IF THEY CAME FROM RITI) BACK TO RITI WITH ONE OF THE DRIVERS

CLEAN-UP

- Ask RITI guests to fold cots and return to the large closet.
- Used towels and sheets go on top of laundry machines.
- Straighten up kitchen.

SUNDAY EVENING DRIVERS – 5 P.M.

MEET AT THE BELMONT MINISTRY CENTER AND CARAVAN TO RITI HEADQUARTERS. DRIVE FOUR RITI GUESTS FROM RITI'S CENTRAL LOCATION THE BELMONT MINISTRY CENTER. YOU'LL NEED ROOM IN YOUR CAR FOR **4 PASSENGERS** AND SOME PERSONAL ITEMS LIKE BACKPACKS OR LAUNDRY BAGS.

- **Belmont Ministry Center – 2005 12th Ave So., Nashville 37212**
- **RITI Headquarters – 705 Drexel St, Nashville, TN 37203**
- RITI personnel will be there curbside to meet you. (There may be a line of vehicles waiting.)
- One driver will receive forms from RITI personnel. Give these forms to the dinner volunteers at the A Frame and ask them to pass the forms along to the Overnight Host (who arrives later).

MONDAY MORNING DRIVERS – 4:45 A.M.

COME TO THE BELMONT MINISTRY CENTER AND MAKE **TWO TRIPS**. FOR EACH TRIP, DRIVE FOUR RITI GUESTS BACK TO THE RITI CENTRAL LOCATION. YOU'LL NEED ROOM IN YOUR CAR FOR **4 PASSENGERS** AND SOME PERSONAL ITEMS LIKE BACKPACKS OR LAUNDRY BAGS.

- **Belmont Ministry Center – 2005 12th Ave So., Nashville 37212**
- **Room in the Inn – 705 Drexel St, Nashville, TN 37203**
- One driver be sure to get RITI forms and blankets from overnight host. Hand off forms and blankets to personnel curbside at RITI central location.

GUIDE FOR MAKING LUNCHES

- Refrigerator space is limited. We may not be able to refrigerate a dozen full brown bags for both lunch and breakfast. Try to plan things so the overnight host can quickly add one or two refrigerated items to bags.
- Please Include: 2 Sandwiches, Fruit, Snack and/or Treat, and a Drink.
- Optional Extras: Meal cards to McDonald's, Starbuck's, Dunkin' Donuts, etc..
- You can drop off lunches between 5 and 8 p.m. on Sunday.
- **Belmont Ministry Center – 2005 12th Ave So., Nashville 37212**

GUIDE FOR MAKING BREAKFASTS

- Refrigerator space is limited. We may not be able to refrigerate a dozen full brown bags for both lunch and breakfast. Try to plan things so the overnight host can quickly add one or two refrigerated items to bags.
- Overnight host will have to heat and distribute quickly, so please keep any final prep simple.
- Hearty and portable is the key (*e.g. egg croissant or ham & biscuit w/ OJ and/or fruit*).
- You can drop off breakfasts between 5 and 8 p.m. on Sunday.
- **Belmont Ministry Center – 2005 12th Ave So., Nashville 37212**