

**Brookmeade Congregational Church**  
**“Room in the Inn” Handbook**  
**2009-2010**

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**I. Overview of the Room in the Inn Program**

- “Room In The Inn” – an ecumenical ministry of the Campus for Human Development, with over 160 churches and synagogues providing shelter for Nashville’s homeless.
- Values of RITI: “Through the power of *spirituality* and the practice of *love*, Room in the Inn’s Campus for Human Development provides *hospitality* with a *respect* that offers *hope* in a *community* of *non-violence*. These seven core values inspire them to fulfill their mission to provide programs that emphasize human development and recovery through education, self-help, and work, centered in community and long-term support for those who call the streets of Nashville home.”
- Brookmeade’s commitment: to provide a warm meal, a hot shower, and a safe and comfortable night’s rest for 10 homeless men on the 2nd and 4th Sunday night each month from November 2009 through March 2010; practicing *extravagant hospitality*

**II. Key Contacts:**

- Ellen Smith - Cell: 403-3638  
    - Evening meal preparation
    - Laundry
    - Provide toiletry kits
    - Breakfast supplies
  - Jon Warkentin - Cell: 521-0315  
    - Set up/take down
    - Overnight hosts
    - Driver(s)
- Email: [ellen.m.smith@comcast.net](mailto:ellen.m.smith@comcast.net)  
- at least two adults; families, groups, etc.  
- 3 persons (2 for bedding, 1 for towels; Mon AM)  
- prepare 10 kits with soap, toothpaste, toothbrush  
- ensure dry goods for breakfast are on-hand
- Email: [stoptbdoc@comcast.net](mailto:stoptbdoc@comcast.net)  
- immediately after Coffee Fellowship  
- 2 persons, at least one male  
- one for evening, one for morning

**RITI Campus for Human Development - Phone: 251-7064 (24/7 availability)**  
**Medical or Security Emergency – Call 911**

**III. 2009-2010 RITI Season at Brookmeade**

MY ROLE*	DATES – 2 <sup>nd</sup> and 4 <sup>th</sup> Sundays									
	11/8	11/22	12/13	12/27	1/10	1/24	2/14	2/28	3/14	3/28
Driver										
Overnight Host										
Evening Meal Prep.										
Sack Lunches										
Laundry										

\* If you have volunteered for a specific role and find that you cannot participate, please identify a replacement and notify Jon or Ellen --- thanks!

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**IV. The RITI Routine**

*SUNDAY*

**12:00pm – SET-UP (everyone can help!)**

1. Bring rectangular tables from janitor’s closet into fellowship hall
2. Set up 5 tables in rectangle, cover with tablecloths found in kitchen on meal prep table shelf
3. Set up folding chairs around tables to seat 10 guests, 2 hosts, others (15-16 total)
4. Set up long table near kitchen for serving food, smaller table near window for beverages
5. Find utility hallway key (red tag) and shed key (wood block) in kitchen drawer under phone
6. Bring from shed into corridor: 10 cots with cross bars, two inflatable air mattresses, two clear plastic tubs with linens, one light-blue tub with towels, large grey tub with blankets, 10 pillows in black plastic bags
7. Bring from utility corridor cabinet: 10 toiletry bags
8. Set up 10 cots in hallway, avoid blocking doorways; keep middle classroom door open to maintain airflow to thermostat
9. Put a fitted flannel sheet, flat sheet, pillow and pillowcase on each cot
10. Place two blankets on each cot (one light, one heavy blanket)
11. Place one towel and one small bag of toiletries on each cot
12. Place one folding chair next to each cot
13. Bring cigarette bucket with sand from janitor’s closet, place outside the front entrance of the building at least 10 ft. from front door
14. Close Sunday school and library doors – *except* the middle classroom (thermostat on wall)
15. Bring cart with TV/VCR from library to fellowship hall, cable connection is left of piano
16. Place empty towel tub next to restroom door as a hamper for wet towels and washcloths

**12:00pm – SACK LUNCH ASSEMBLY**

1. Two options:
  - a. Sack lunches can be assembled after Coffee Fellowship, recruiting volunteers (especially kids!) to help prepare and bag sandwiches, etc.;
  - b. Alternatively, the sack lunch coordinator can prepare the lunches at home and deliver them to Brookmeade on Sunday morning or in the evening of RITI; place prepared lunches in the refrigerator
2. Materials to be provided by Sack Lunch Coordinator(s):
  - a. Two loaves of bread (40 slices to make 20 sandwiches)
  - b. One piece of piece of fruit per guest (washed apple, banana, etc.)
  - c. Optional: one candy bar per guest
  - d. Optional: cookies
3. Materials provided by RITI and stored in the kitchen cabinet
  - a. Supply of larger, heavy-duty paper lunch sacks (purchased in bulk at Target)
  - b. Large container of peanut butter (stored in cabinet)
  - c. Large container of jelly (stored in the fridge)
  - d. Supply of plastic sandwich/cookie bags
  - e. Bottled water (1 bottle per guest) are stored on the bottom shelf in the first black cabinet in the utility corridor

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*SUNDAY (continued)*

**Important Notes:**

- Driver picks up Ford van key (single square key with blue rubber tag) from bulletin board just inside the church office before the office is locked after the Sunday morning service
- Find the utility corridor and shed keys in left kitchen cabinet drawer (block of wood)
- Leave door of the middle classroom open because of thermostat

**5:15pm – EVENING TRANSPORTATION (driver)**

1. Driver and/or meal prep team meet at Brookmeade, unlock, and disarm the alarm within 30 seconds of entering the building (front door key and alarm code are available from Jon)
2. Pick up van at Hillwood Presbyterian Church (behind Brookmeade on Hickory Valley Rd.); notice that the van has front & rear heat/air conditioning settings, heat takes 15 minutes!; lock your own personal vehicle
3. See map to Campus for Human Development downtown (last page); allow 15 minutes to drive from Hillwood Presbyterian Church to the Campus:
  - Right out of parking lot, left onto Davidson Rd. south, cross tracks to the stoplight
  - Left on Old Harding Pkwy. (Hwy. 70-S eastbound toward downtown)
  - Continue on Old Harding, becomes West End Blvd., becomes Broadway downtown
  - Turn right on 8<sup>th</sup> Ave. S., bear right at Y-intersection, continue two blocks
  - Turn left on Drexel St., pull forward next to curb on right; driver remains in van
  - Check in with RITI staff on Dexter Street: “Brookmeade Congregational Church, 10 guests, we don’t need blankets”
  - Assist guests as necessary getting into van
  - RITI staff will provide the “Guest Report Form”; deliver this to the overnight host at Brookmeade to complete and return to RITI staff at the Campus on Monday morning
4. Drop off guests at Brookmeade, and deliver the van back to Hillwood Presbyterian Church parking lot at the right side of the building, first parking spot on left facing the church; ensure that all vans doors are locked with the key (doors are not power-locked!)
5. Deliver the van key to the overnight host if a different driver on Monday morning.

**5:15pm – EVENING MEAL SET-UP (meal prep crew)**

1. Set tables using metal flatware and glass dishes (not “disposable” plates and cups, etc.)
2. Use placemats made by children found in the RITI cabinet to left of sink
3. Set out the “Guest Log” and pen also found in RITI cabinet
4. Set up a table for drinks near the kitchen, including small pot of hot coffee, coffee supplies, soft drinks, etc... ice from the freezer, cups, and glasses

**Important Notes:**

- Persons responsible for the preparing the evening meal may request assistance with payment for food purchases or reduce costs by use of Brookmeade non-profit status letter for purchases (tax-free); please discuss with Jon or Ellen, save receipts
- RITI meal supplies are kept in the lower cabinet to the left of the kitchen sink
- Coffee supplies are in the upper cabinet to the left of the kitchen sink

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**SUNDAY (continued)**

- Supplies for a light continental breakfast on Monday morning are provided; overnight hosts are responsible for setting out the food in the morning; please let Ellen know if any of the breakfast supplies are running low
- Very helpful if the evening meal prep crew can also provide orange juice and milk for the light breakfast on Monday morning – place in the refrigerator on the left

**6:15pm – WELCOME, EVENING MEAL, and SETTLING IN (overnight hosts, servers)**

1. Hosts give a general welcome to guests, introduces hosts, cooks/servers
2. Hosts offer a meal blessing
3. Servers give meal serving instructions
4. During meal, hosts give a brief orientation for our guests:
  - For those who smoke, please smoke outside the front entrance only
  - Please stay out of Sunday School rooms, do not use the back door
  - Showers are available in men’s restroom, place wet towels in the light blue tub outside
  - Overnight hosts will be in library if needs arise
  - Hosts have over-the-counter medical supplies (e.g., Tylenol, Pepto Bismol, etc.)
  - Lights out at 10:00pm
  - Light breakfast served at 5:30am
  - We will appreciate assistance of our guests in taking down cots, stacking bedding in AM
  - Van pick-up at 6:00am on Monday morning
5. Hosts offer evening activities – cards, table games, TV, Sunday night football etc.; be creative, interactive, and provide an extravagant welcome!

**7:15pm – MEAL CLEAN-UP and BREAKFAST SET-UP (overnight hosts, servers)**

1. Clean-up dishes, tables, pots and pans
2. Start dishwasher, take out garbage and ensure that trash can lids are secured by elastic straps
3. Prepare coffee pots for the morning; coffee in large grey bags in the fridge, coffee-making instructions are on the side of the fridge; Suggested: 1 large pot regular (24 cups); 1 small decaf (12 cups); one stove-top kettle of hot water for oatmeal, hot chocolate and tea
4. Set out cereals, granola bars, oatmeal, hot chocolate – RITI cabinet
5. Ensure that there is sufficient supply of milk and orange juice for the morning

**10:00pm – Lights out**

**MONDAY**

**5:15am START COFFEE (overnight hosts)**

1. Turn on coffee and hot water – it takes about 20 minutes for the large percolator!
2. Set out milk, orange juice and any refrigerated breakfast items
3. Lights on by 5:30am, wake the guests
4. Set out light breakfast foods – cereal, milk, juice, coffee, etc.
5. Set out sack lunches and bottled water (one each per guest)
6. Complete the Guest Report Form for driver to deliver to Campus for Human Development
7. Ask guests to break down cots, fold up blankets and place in large grey tub; sheets and pillowcases into clear tubs; wet towels in light blue tub in hallway

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***MONDAY (continued)***

8. Return cots to bin in the storage shed; fold all blankets, place pillows in black plastic bags, and hosts' air mattresses to shelves in shed; ensure that the shed and utility hallway locked
9. Wash off table cloths and place in bins on food prep table in the kitchen
10. Return tables from Fellowship Hall to janitor's closet
11. Replace folding chairs and upholstered chairs to periphery of Fellowship Hall
12. Return cigarette bucket to janitor's closet
13. Use recycling bins as possible,
14. Carry trash bags to outdoor trash cans – ensure that lids are strapped, gate latched
15. Clean and drain coffeemakers
16. Return breakfast supplies to the RITI cabinet to left of sink
17. Return bag of medicines to RITI cabinet
18. Rinse and stack plates, cups and utensils, start dishwasher
19. Be sure that all lights in the building are turned off, including the restrooms.
20. Please ensure that no one adjusts the thermostat --- it is on a timer.
21. Ensure that the building security alarm is set and doors locked upon leaving the building. Alarm Code is available from Jon.

**5:45am – MORNING TRANSPORTATION (driver)**

1. Driver picks up van at Hillwood Presbyterian, allow 15 minutes to warm up, arrive at Brookmeade at 6:00am
2. Hosts provide the completed Guest Report Form to driver
3. Driver ensures all guests/gear are on the van
4. Return guests to Campus for Human Development, deliver Guest Report Form to RITI receptionist's desk (a guest may take the form in)
5. Driver may top off fuel tank en route to returning van to Hillwood Presbyterian Church (not required); save fuel receipt
6. Driver ensures that all van doors are manually locked with key
7. Driver returns the key and gas receipt/reimbursement form to the Brookmeade church office by the following Sunday morning

**Any time on Monday – LAUNDRY**

1. Laundry pick-up (wet towels need to be washed on Monday morning to prevent molding, linens - anytime)
2. Return clean, folded materials to the shed in plastic tubs when convenient before the next RITI event, ensure that the shed and building doors are locked
3. It is very helpful if each set of sheets, flat and fitted, are placed inside the pillow case so that it makes one neat package.

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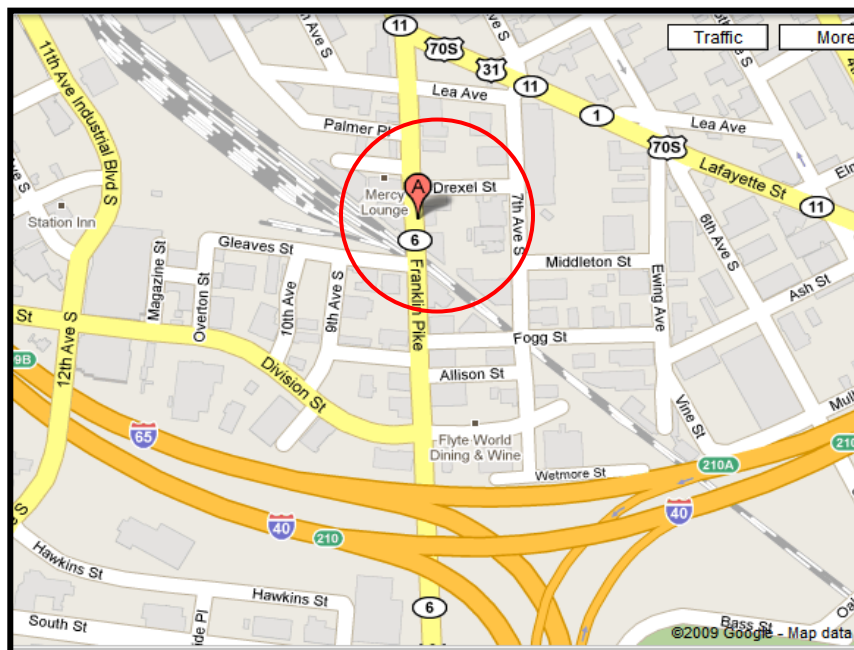
**V. Considerations for RITI Van Drivers**

- Each Brookmeade van drivers are asked to prepare two photocopies of their driver’s license (one for Hillwood Presbyterian Church, one for Brookmeade RITI coordinator)
- Construction at the Campus for Human Development downtown will mean changes in the way van drivers will pick up and drop off their guests. If you have questions, please call 251-7019 for assistance.

**Van parked at Hillwood Presbyterian Church**



**Campus for Human Development**  
**532 8th Ave S, Nashville, TN - (615) 251-9791**



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**Southbound view on 8<sup>th</sup> Avenue South**



**Pick-up and drop-off area on Drexel Street; please pull forward.**

