



Special Touch Ministry, Inc. P. O. Box 25 Waupaca, WI 54981

Phone: 715-258-2713

Fax: 715-258-2777

CIT
(Caregiver In Training)
MANUAL

Property of:
Special Touch Ministry, Inc.

PLEASE RETURN

Email -- centralprocessing@specialtouch.org

Website -- www.specialtouch.org

Revision January 2012

© 2011 Special Touch Ministry Inc.



Dear CIT applicant,

We are so glad that you have chosen to consider joining our team for a week of ministry through the Summer Get Away program. As a Caregiver in Training you will be given many opportunities to learn and grow in your relationship with God and your relationship with others. Special Touch is a ministry dedicated to serving the concerns of people with disabilities. These concerns may include physical needs, emotional support and, of course, the concern of salvation for all those who have yet to learn of the good news of Jesus Christ our Savior.

This manual is designed to guide you through the process of becoming a CIT. It will introduce you to all aspects of this ministry experience so that you will know what to expect and be prepared to jump right in and blaze a new trail.

You will find that ministry to people with disabilities can be both challenging and rewarding. There is no doubt that if you are willing to learn and take on new experiences, this week could change your life. I encourage you to read through this material remembering that nothing compares with the adventure awaiting you. We can never put God in a box. He has proven countless times that He is able to do more than we can imagine and that He works for our good.

Thank you for being willing to be a vessel through which God can reveal Himself. You're participation in this week of Get Away is highly valuable to us and we are excited to see what the Lord has in store.

Serving Him alone,

Stephany Chivers

WI Summer Get Away CIT Coach

Table of Contents

3	Letter to Parent or Guardian of CIT
4	Vision and Mission of Special Touch Ministry Vision and Mission of CIT Program Mission Statement for CIT
5	Job Description and Responsibilities Qualifications
5	Guidelines Communications Policy Confidentiality Policy Ethics Policy Copyright Policy
9	Types of Disabilities you may encounter Physical disabilities Intellectual disabilities
11	Tips for working with people who have Physical disabilities
12	Tips for working with people who have Intellectual disabilities
14	Registration and orientation procedures
15	Daily Responsibilities
18	Spiritual Activities
20	Medical Aspects
21	Universal Precautions
22	Making your stay more comfortable Expectations
23	Line Of Authority and Support
24	Fundraising Letter to Pastors Letter to potential CIT Donors
30	CIT Application Directions
30	Policies and Person Code of Conduct



Dear Parent or Guardian of the Caregiver In Training (CIT) Applicant,

We are pleased to have your teen consider this opportunity to minister. Special Touch Ministry, Inc. provides Summer Get Away experiences for people with intellectual and/or physical disabilities across the U.S. It can be a life changing experience for all involved. We know you care for your teen so we will try to briefly explain what he/she can expect.

The ministry of a CIT is patterned after Aaron and Hur as seen in Exodus 17:10-13. They were there to help Moses accomplish his assigned task. Your teen will be housed with an adult caregiver, who will be responsible for the guest(s) assigned to that room. Your teen will be expected to work with that person to accomplish their assigned task; therefore they will be assisting people with disabilities in various activities. They will be supervised in all aspects of their ministry. This is a working ministry. We also know teens like to have fun; therefore, there will be supervised activities for them to participate in with other CITs, but the focus is on evangelizing people with disabilities.

The experience your teen will have serving as a CIT will yield life long benefits. We are confident you will be pleased. It is exciting to see the growth in a teen who has allowed the Lord to lead their life through serving others. We encourage you to join your teen in prayer for this experience.

Please review this [CIT Manual in order to learn specifics about their involvement at the Summer Get Away program.](#)

If you should have any questions, please feel free to email or call.

Servants Together with Christ,

Charlie & Debbie Chivers

Founders & Directors

Special Touch Ministry, Inc. Ministry Office: P. O. Box 25 Waupaca, WI 54981 715-258-2713

centralprocessing@specialtouch.org

www.specialtouch.org

www.livetheredletters.com

VISION AND MISSION OF SPECIAL TOUCH MINISTRY INC.

Special Touch Ministry, Inc. is a non-profit service organization “serving the concerns of people with disabilities.” Crossing denominational lines as a Para-church organization, Special Touch is committed to providing a network of support for people with disabilities consisting of hundreds of volunteers and caring churches across America. Specific programs are designed to be supportive and relevant to people with physical disabilities and functionally appropriate for people with intellectual disabilities. Our mission is to “ease and enrich the lives of people impacted by disability.” Our vision is “to provide a faith-based response to any need that arises in the disability community.”

Visit Special Touch Ministry’s website at www.specialtouch.org to learn more about the fundamental beliefs of Special Touch Ministry.

VISION AND MISSION OF THE CIT PROGRAM

The CIT program is a mentoring program designed to give youth between the ages of 14 and 17 the opportunity to serve people with disabilities under the wing of an experienced adult. A CIT, or Caregiver in Training, has a unique opportunity to do missions work with group of people who are often neglected and marginalized in society.

In John 13:1-17 we see a great example of Jesus making Himself nothing and serving His disciples as He gets down on His hands and knees to wash His disciples’ feet. In the same way, Special Touch desires and strives to serve people with disabilities. This means that all who volunteer to serve with us place their needs and desires behind those of another. True servanthood is the heart of Christ. As a CIT, you have the opportunity to take up this calling and be Jesus’ hands and feet to another who may not otherwise have the opportunity to hear the good news of the Gospel.

In addition to serving people with disabilities, CIT’s have the opportunity to serve their caregivers. In Exodus 17:8-16, the Israelites are fighting the Amalekites under Joshua’s command and Moses’ leadership. The Israelites are winning the battle as long as Moses’ hands were up and holding his staff. Thankfully Moses did not have to accomplish this task on his own. Aaron and Hur, two men who accompanied Moses to the hilltop, pushed a rock under Moses so that he could sit when he was tired. When it became too difficult to keep his staff in the air they held his hands up so the Israelites were able to win the victory.

Just as Aaron and Hur were there to support Moses, you as a CIT are there to support your caregiver and aid in bringing the victory through salvation to those in your care. We all get tired and face weakness, and that is why we work together to accomplish the task of serving people with disabilities. Offering yourself in service to your caregiver is yet another way to allow the Lord to use you during this ministry experience.

MISSION STATEMENT FOR CAREGIVERS IN TRAINING

The Caregiver in Training (CIT) program mentors young people in evangelism and service to people with intellectual & physical disabilities and provides opportunities to explore God’s call on their life through hands-on experiences.

JOB DESCRIPTION AND RESPONSIBILITIES

This section of the CIT Manual is full of helpful information and tips concerning what you may encounter at Summer Get Away. It will give you a well-rounded idea of what to expect so that you may feel prepared before you even arrive.

QUALIFICATIONS

We do not require any of our staff members to have previous experience or specialized training in working with people with disabilities. When it comes to “washing feet,” head knowledge has little to do with your effectiveness, but a servant’s heart will accomplish much. Our qualifications listed below are more spiritual in nature than academic.

- You must know Jesus Christ as your personal Savior and “Love the Lord your God with all your heart and with all your soul and with all your strength.” Deut.6:5
- You must be in agreement with, and loyal to, the policies, purposes, and standards of the Special Touch Summer Get Away program and its leadership.
- You must have a Christ-centered, unconditional love for people and be willing to minister to them without pride or prejudice.
- You must be willing, at all times during the Summer Get Away, to put the needs and desires of those placed in your care above your own.
- You must work in harmony with others in a genuine spirit of brotherly love.
- You must strive to keep the spirit of Special Touch Ministry alive year-round, and pray for guests, staff, and leaders.

GUIDELINES

The following guidelines will make your ministry more effective and give you an overview of the expectations of the STAFF.

- Appearance – Be neat, clean, and modest in your dress so as to set a Christian example. Please dress appropriately for morning and evening chapel services and encourage your group to do the same.
- The use of tobacco and alcohol is not permitted during the Summer Get Away.
- Daily devotions with your group are a high priority activity. A devotional guide will be provided. We expect you to use it as you lead your group in devotions every day during the week. We ask each staff member who is not in charge of a specific group to also use the guide in their own daily personal devotions. This will keep the entire staff like-minded throughout the day.
- Chapel services are also a priority activity. We expect staff members to be present and sitting with their group during both morning and evening sessions. There are times when certain responsibilities will demand exceptions to be made. During these times, team leaders must be notified and arrangements made for your responsibilities to your group to be covered by another staff member. Remember, the chapel services are **THE REASON** why we have Summer Get Aways.
- The altar represents God’s presence with us during chapel. When the altars are opened for prayer, please participate. Encourage those who are in your care to go to the altar with you. Pray for them there and minister to them. It is at the altar where you will build eternal relationships with these precious people.
- Always remember why you are here; to serve those who are placed in your care. It’s your divine privilege to “wash their feet.” Make sure that you always put their needs and desires before your own. At times this may require you to be involved in an activity that you don’t particularly care for, but as you’ll find out, you’ll be the beneficiary. “Give and it will be given to you...” Luke 6:38

- Always maintain a positive attitude. Provide an atmosphere of excitement to all activities. Stay up beat. A happy spirit is contagious, and will benefit your ministry greatly. It will also benefit those in your care.
- Do not be critical of anyone, for criticism is a cancer that destroys. The nature of this ministry will not give anyone the time to entertain your critical attitudes. “Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted.” Gal 6:1 Legitimate concerns can be discussed with your team leader who will help you deal with the problem in a positive manner.
- After the “quiet hour,” please be courteous to those trying to sleep. Take your conversation and fellowship to a place where others cannot be disturbed.
- Dating between staff members, CIT’s and/or guests is discouraged.
- Always use caution in your physical contacts with your people. Many of the guests who are intellectually disabled need the reinforcement of a touch or a hug, but never place yourself in a compromising situation where they could bring charges of abuse or sexual misconduct. Many potential problems can be avoided by not being alone with any guests or locking doors during care routines.
- In the unlikely event you feel there has been an inappropriate comment or inappropriate behaviors that could be considered unwarranted sexual harassment, please discuss this incident with the CIT Coach. If it involves the CIT Coach and you feel uncomfortable approaching them about this matter, please discuss it with your team leader as soon as possible.
- Don’t “burn yourself out.” Be sure to rest when you can. Also, take advantage of the breaks the CIT schedule offers through activities.
- Please try to participate throughout the year in other organized activities for the ministry, such as fund-raising activities, picnics, winter retreats, staff training seminars, conferences, chapter meetings etc. Such programs bring a strong unity of fellowship to the Special Touch family, which you find rare in the body of Christ. This kind of unity makes our ministry together even more effective. In addition, these events further the purpose of reaching out to people with disabilities in **your** community.

COMMUNICATIONS POLICY

The rapidly growing phenomenon of blogging, social networks and other forms of online electronic publishing are emerging as unprecedented opportunities for outreach, information-sharing and advocacy. We encourage staff and volunteers to use the Internet to blog and talk about our organization, our services and your work. However please be aware that with instant access to the internet by smart phones and other electronic instruments and devices, the opportunity to abuse the privacy of others with information and or digital images is a risk.

Whether or not a staff or guests chooses to create or participate in a blog or online community on their own time is his or her own decision. However, it is in Special Touch Ministry’s best interest that staff and volunteers understand the responsibilities in discussing our organization to the general public, both online and offline.

Be Responsible. Blogs, wikis, photo-sharing and other forms of online dialogue (unless posted by authorized Special Touch Ministry personnel) are individual interactions, not corporate communications, and must be states as such, unless the post is pre-authorized by Special Touch Ministry, Inc. staff and guests are personally and legally responsible for their posts.

- **Be Smart.** A blog or community post is visible to the entire world. Remember that what you write will be public for a long time – be respectful to Special Touch Ministry staff, guests, participants, and donors.

- **Include a Disclaimer.** If you blog or post to an online forum in an unofficial capacity, make it clear that you are speaking for yourself and not on behalf of Special Touch Ministry. While it is important to mention your name and position, if your post has to do with your work or subjects associated with Special Touch Ministry, use a disclaimer such as this: “The postings on this site are my own and don’t represent Special Touch Ministry’s positions, strategies or opinions.” This is a good practice but does not exempt you from being held accountable for what you write.
- **Respect Privacy of Others.** Don’t publish or cite personal details and photographs about Special Touch Ministry staff, guests, participants, or donors, without their permission and the written permission of the Director of Special Touch Ministry, Inc. Remember all disclosure of confidential information, and usage of copyright materials is subject to Special Touch Ministry policies as outlined in the Special Touch Staff Manual.
- **Write What You Know.** You have a unique perspective on our organization based on your talents, skills and current responsibilities. Share your knowledge, your passions and your personality in your posts by writing about what you know. If you’re interesting and authentic, you’ll attract readers who understand your specialty and interests. Under no circumstances should anyone create or spread gossip, slander another person or entity, or make assumptions and publish those in any verbal or written form.
- **Be Respectful.** It’s okay to disagree with others but cutting down or insulting readers or anyone else is not. Respect your audience and don’t use disparaging language to express yourself.
- **Use discretion.** The nature of your position may provide you with access to confidential information regarding Special Touch Ministry programs, services, participants, and donors. Respect and maintain the confidentiality that has been entrusted to you. Do not divulge or discuss proprietary information, any internal documents, any personal details about other people or any other confidential material.

Remember, internal and external communication should support Special Touch Ministry in pursuing the mission and vision of the organization.

CONFIDENTIALITY POLICY

Special Touch Leadership, staff, and volunteers, agree not to disclose, divulge, or make accessible confidential information belonging to, or obtained through affiliation with Special Touch Ministry, Inc. All information obtained is to be used solely for corporate purposes and never to be discussed with or divulged to unauthorized people under penalty of law. The need for confidentiality extends to everyone, including family, friends and acquaintances. Confidential information is used solely for the purpose of performing services on behalf of Special Touch Ministry, Inc. and in line with Special Touch Ministry policies and guidelines as outlined in the Staff Manual and other policy manuals.

Confidential information means all information and materials, whether in electronic, print, or video form, tangible or intangible, developed or undeveloped, to which the individual gains access as a result of volunteering or working for Special Touch Ministry, Inc. whether or not labeled or identified as confidential. This includes but is not limited to (a) all operational procedures, policies, and ideas for current and future Special Touch Ministry programming, (b) computer records, software, and reports, (c) identities, contact information, medical and health information, photos, and any other personal information of donors, volunteers, guests, or anyone else served by Special Touch Ministry, Inc. and its programming, and (d) Chapter curriculum, logo artwork, templates, and other materials Special Touch Ministry holds copyrights on. I understand the willful dissemination of any confidential or copyrighted material owned in its entirety, in part, in development, or held in confidence, in any format, including but not limited to; electronic, print, or video format, will subject the individual to any and all civil and criminal penalties applicable under federal and state law.

The use of private confidential information for any purpose other than for performing services on behalf of Special Touch Ministry, Inc. and without the express written consent of Special Touch Ministry, Inc.

may result in a violation of the federal Health Insurance Portability and Accountability Act (HIPAA). A violator can be held civilly liable by a federal agency for any such violations.

ETHICS POLICY

An organizations reputation for integrity is its most valuable asset and is directly affected by the conduct of its leadership, staff, and volunteers.

Special Touch Ministry is dedicated to doing the right thing and we will, in the conduct of service, maintain a high ethical standard, which means we will serve people with integrity and responsibility. While no ethics policy can expressly address all specific situations, any suggestion of a possible conflict should be brought to the attention of Special Touch Ministry National Director immediately.

The basic premise is that each leader, staff, or volunteer represents Special Touch Ministry and is obligated to act in Special Touch Ministry's best interest, and in the best interests of those we serve.

Activities must not interfere or conflict with the interest of Special Touch Ministry, Inc. Acceptance of employment in nonprofit disability organizations, outside speaking engagements, election to the board of directors of other organizations, unapproved representation of Special Touch Ministry, Inc. and participation in activities on behalf of outside disability organizations or in political activities represent potential conflicts of interest and should not be entered into lightly. If individuals have doubts whether a certain situation could pose a conflict of interest, they should contact the Special Touch National Director to obtain preapproval. Unapproved participation in political activities and/or conflicts of interest may result in immediate revocation of an individual's status in Special Touch Ministry, Inc.

Special Touch leadership, staff, and volunteers will avoid the appearance as well as any actual conflict in regard to:

- using Special Touch Ministry, Inc. programs, materials, or information for private gain;
- showing preferential treatment to any outside person or organization;
- impeding the efficiency or economy of Special Touch Ministry, Inc.;
- affecting the public confidence in the integrity or the reputation of Special Touch Ministry, Inc.;
- endangering the life, health or safety of anyone.

No individual person associated with the organization shall solicit, receive gifts or gratuities for themselves, their families or friends from any outside person or organization unless they are disclosed and in line with applicable laws and Special Touch Ministry guidelines. No person shall use Special Touch Ministry assets for gifts or entertainment without approval.

It is the fiduciary responsibility of leadership, staff, and volunteers to prevent the loss, damage, misuse or theft of property, records, intellectual property, funds or other assets belonging to the Special Touch Ministry, Inc., including restricting Special Touch Ministry, Inc. use of such assets. There should never be any information issued that is false, misleading, incomplete or would lead to mistrust by the public or those Special Touch Ministry serves. As required by law, Special Touch Ministry public financial information is available from the Special Touch National Office Accounting Department, upon request, and online at specialtouch.org.

COPYRIGHT POLICY

All materials, including the Special Touch Staff Manual, Applications, Forms, and all Special Touch Ministry, Inc. printed/video formatted/web based materials are federally protected by the copyright laws

of the United States. Copying of materials without the written permission of Special Touch Ministry is expressly prohibited.

TYPES OF DISABILITIES YOU MAY ENCOUNTER

During your week of ministry you will encounter two separate and distinct groups of people with disabilities; those who are intellectually disabled, and those who are physically disabled.

People who are physically disabled take great offense towards being treated as though they are intellectually disabled, and rightly so. Often an “uninformed” individual may look at the “hardware” of wheelchairs, crutches, and prostheses, or perhaps even the visual irregularities and unusual movements caused by a disease or injury, and automatically assume that there is some form of intellectual disability as well. This is an unfortunate mistake, which through the years, has been at the expense of many physically disabled people who have superior talents and abilities. It’s a problem that can be avoided simply by being informed, and by treating every individual who is physically disabled on a plane equal with his/her peers who are not disabled.

To help each individual maintain his/her dignity, we operate a separate, functionally appropriate program and schedule for each group.

- Adults who are only physically disabled will follow a yellow schedule and wear a corresponding yellow nametag.
- All individuals who are intellectually disabled will follow a green schedule and wear a corresponding green nametag. Some intellectually disabled people will also have physical disabilities. These individuals will still follow the green schedule because it is designed to accommodate them at their cognitive level.
- Children who are only physically disabled will wear a yellow nametag, but periodically may follow the green schedule to better accommodate their younger cognitive abilities.

This color-coding is designed to maintain appropriate ministry and programming for every guest.

In placing staff, we try to accommodate your preference, but cannot guarantee that you will be placed with the group of your choice. Whatever group you find yourself with, we ask you to help us maintain this separation in program and schedule so everyone can receive ministry without inhibition. We will all gather together in the evening chapel service.

PHYSICAL DISABILITIES

Cerebral Palsy (CP) is a non-specific term applied to impaired voluntary muscle control resulting from damage or injury to the brain before, during, or after birth up to one year of age. Severity of limitations varies greatly. CP can manifest itself with poor balance and coordination, constant irregular and involuntary movements, spasticity, exaggerated stretch reflexes, muscle spasms and weakness, and often drooling and poor articulated speech. Visual and speech defects as well as cognitive delay (intellectual disability) may or may not be present.

Para or Quadriplegia - Limited or no use of lower limbs or all four limbs respectively. Caused by injury, defect, or disease of the spinal cord. Manifestations depend upon location of insult to the spinal cord, or whether it has been partially or completely severed. Results in loss of mobility, sensation, and independence.

Muscular Dystrophy (MD) - Bilateral and symmetrical wasting of skeletal muscles. Connective tissue and fat replaces muscle tissue. The cause is considered to be genetic (66%). There is some evidence to

support the theory of faulty metabolism. There is no cure. Its manifestation is progressive and disabling, affecting the small muscles last. Does not affect intellectual ability. It is generally fatal depending on the type.

Multiple Sclerosis (MS) - Inflammatory process occurs around nerve fibers causing sclerosis (scarring) scattered at random throughout the brain and spinal cord. Its cause is unknown. The most prevalent factor is infectious disease. Genetic factors are implicated. Its manifestations are onset at age 20-40 years. There is weakness and sensory disturbances, abnormal reflexes either hyper or absent. Often brings blurring, double vision, and decreases peripheral vision, along with tremors, ataxia, poor coordination and numbness and tingling. There can also be bowel and bladder dysfunction. There may be mood disturbances such as euphoria or depression. There can also be slurred speech, memory loss, and changes in judgment, but MS does not affect intellectual ability.

Spina Bifida - Congenital defect in the walls of the spinal canal causing herniation of its contents. The disability has varying degrees. Its greatest degree of manifestation may produce hydrocephalus. There is loss of motor control and sensation below the level of defect. Maximum effect may cause total flaccid paralysis below the waist, contractures in ankles, knee, and/or hips. Clubfoot is common due to positioning in the uterus. In later years, scoliosis (curvature of the spine) is common (50%). There are often bladder and bowel problems. In most cases these people do not experience intellectual disability.

Visual impairment may occur alone or in conjunction with other disabilities including cerebral palsy, brain trauma, multiple sclerosis or intellectual disability.

Hearing Impairment includes mild, moderate, or severe/profound hearing loss. When not associated with another disability, this group of individuals often consider themselves to be part of a culture separate from hearing individuals and from those with other types of disabilities. They may communicate using lip reading, gesturing, and/or sign language.

Brain Trauma individuals are usually born “normal” but have sustained a brain injury by traumatic means: car accident, gunshot wound, etc. Limitations may be both physical and intellectual and vary from mild to severe depending on the extent of damage. Physical problems usually manifest on one side of the body (arm, leg, facial weakness, or paralysis with spasticity) opposite the injury site to the brain. Short-term memory is usually impaired making new learning more difficult. Individuals typically have decreased control over impulses and emotional responses.

INTELLECTUAL DISABILITIES (COGNITIVE DELAY)

Cognitive Delay - This used to be referred to as “mental retardation.” The term “mental retardation” is no longer acceptable. There are many forms of cognitive delay that result in different degrees of intelligence and ability to grasp concepts. In the past, the general labels have been; EMH-educable, mentally handicapped, TMH-trainable, mentally handicapped, SMH-severely, mentally handicapped, EH-emotionally handicapped, and profoundly retarded which is very severe.

The definition of cognitive delay is faulty or inadequate development of the brain, which brings with it some degree of inability to learn cognitive concepts and to adapt to the needs of everyday life at the usual rate. It is not a disease, but is a general term for a wide range of conditions resulting from many different causes, such as, infection, intoxication, trauma, anoxia, metabolic disorder, low birth weight, cerebral malformation, premature birth, or deprived environment. The following classifications are no longer being used but might still be helpful. IQs are as follows: Borderline (High functioning)-mentally close to age. Mild-mental age 8-12. Moderate-mental age 3-7. Severe-mental age toddler. Profound-mental age infant. All may have other health deficits.

Attention Deficit Hyperactive Disorder (ADD/ADHD) - Not necessarily a cognitive delay (See below). This term is used as a “catch all” for individuals with normal or near normal intelligence who have learning or behavioral disabilities. It is not usually the only diagnosis. It can be caused by brain damage, emotional disturbances, hearing loss, or intellectual disability. The physical and behavioral manifestations can be inability for sustained attention, impulsiveness, and an inability to delay gratification. There is a low tolerance of frustrations. These symptoms are seen in both children and adults with learning-related visual problems, sensory integration dysfunction as well as with undiagnosed allergies or sensitivities to something they eat, drink or breathe. People with intellectual disabilities who have ADHD can be prone to accidents and recklessness. These must be dealt with patiently. Rules and routines must be thoroughly explained.

Down’s Syndrome is due to an extra chromosome found in the genetic make-up, and is usually accompanied by other physical deficiencies. In the past, these individuals have been referred to as “Mongoloid,” because their facial appearance resembles that of the Mongolian people. This term, however, is unacceptable today and considered an insult. The term “Down’s Syndrome” or “Downs” is appropriate.

Autism is a serious disorder of behavior and communication. In its mildest form, autism may resemble a learning disability. The more severe forms of autism involve bizarre behavior that can even involve self-injury. Autism has been linked to several causes – untreated phenylketonuria (PKU), rubella (three-day measles virus), celiac disease (an inability to tolerate gluten in grains) and chemical exposures during pregnancy. There is no evidence that autism is caused by any factors in the child’s psychological environment.

Specific care for the individuals you will be working with will be outlined in each guest application. These applications will be given to your caregiver. Time will be allotted the Monday morning of Summer Get Away, at the staff orientation, for you and your caregiver to familiarize yourself with the specific care duties for each individual. In depth care, or anything you feel you can’t handle, will be done by one of the Medical Staff. Don’t feel overwhelmed! You are not alone! You will not be expected to do anything you feel you cannot handle.

TIPS FOR WORKING WITH PEOPLE WHO HAVE PHYSICAL DISABILITIES

- Don’t be afraid to ask questions of other staff. More experienced staff are always around to lend a helping hand.
- Keep safety and the comfort of the guest first in mind.
- The guest may be your best resource person. Many are able to direct their caregivers in what works best. Ask them.
- Offer help when it looks as though it may be needed, but do not insist if the individual refuses.
- Do not pull on the arm or push from behind unless such assistance has been requested. Precarious balance can be lost. Example: Do not open a door for someone when they are using it to assist their balance.
- Crutches and wheelchairs are a necessity for some guests. Do not take them away without first consulting the owner of the device.

For those who are physically disabled adults especially, this program is designed to be a retreat, vacation, and a time of fellowship. They should be given total freedom to decide for themselves what they want to do within our general guidelines. Be sensitive to their needs. Caregivers for these people are there to assist. Never do anything for them without asking first. It would be wise to sit down with them early in the week and discuss what they will need for you to do on their behalf.

Encourage program involvement. Since this group is with us for their vacation and spiritual renewal, we want them to feel “pampered” and receive the Christian companionship that is so often missing from their lives. Share the experience of the Summer Get Away with them.

TIPS FOR WORKING WITH PEOPLE WHO HAVE INTELLECTUAL DISABILITIES

Act as you would with anyone else. Be yourself. In doing so, you allow those around you to be themselves as well.

If we view people who have intellectual disabilities as being different from us, it will make us uncomfortable in relating to them. However, if we view them as we do ourselves, we will be able to interact more comfortably with them. We must strive to treat others kindly and respectfully. A good way to interact with someone who is intellectually disabled is the same way you would interact with those who are not. With that in mind, consider the following:

STARTING A CONVERSATION - What would you do in a normal circumstance? You would probably choose a topic you think the person may be interested in, or something you know has happened to them lately, or a “safe” topic like the weather, sports, etc.

Do the same with someone who is intellectually disabled. For example, you might say: “Isn’t it a beautiful day today?” or “You look so nice in that outfit!”

People who are intellectually disabled may have fewer or simpler topics of interest to them, but they do have many of the same as anyone else.

IF YOU RECEIVE NO RESPONSE TO YOUR CONVERSATION - If this happened to you with anyone else, you would probably assume that they didn’t hear you or didn’t understand you. You would repeat your question or restate it.

Assume the same with a person who is intellectually disabled. Make eye contact, repeat the question, point to what you are talking about, or rephrase the question.

STILL NO RESPONSE - If this happened to you with a child, you might think they were shy. With an elderly person, you might think they were confused or unable to respond. In any case, you might try to put them at ease, continuing the conversation yourself, telling about something that happened to you or making light conversation.

Don’t give up on someone who is intellectually disabled. As with anyone else who might have difficulty holding a conversation, they might still very much like to listen to others and be spoken to. You may say, “Yes, the weather is nice. Let me tell you what I am doing this afternoon.”

YOU CAN’T UNDERSTAND THEM WHEN THEY SPEAK - With anyone else, you might ask them to repeat themselves, or if someone is talking about a topic you know nothing about, you might ask to change the subject, or just listen politely.

Even though you might feel awkward, the person who is intellectually disabled will appreciate your listening and often you may begin to understand some of their speech. It is okay to say, “I don’t understand you,” or ask them to repeat something. It is okay to ask another person to tell you what the first person said.

SOMEONE RESPONDS TO YOU ON A TOTALLY DIFFERENT TOPIC - Again, think of what you would do if this happened while speaking with anyone else. You would be polite and either bring the topic back, or speak to the new topic.

Do the same with someone who deals with an intellectual disability. You could say, "That's interesting, but let me ask you again about your job," or you could respond to the new topic.

When you interact with someone who is intellectually disabled, don't think about how different they are. Try to think the same about them as you would anyone else.

SOMEONE ASKS A PERSONAL OR EMBARRASSING QUESTION OR MAKES SUCH A REMARK - Honesty is always the best way to handle this. "That's private business, let's talk about something else," is a good response. The person can learn from you that some things are not to be asked. "That's not something I want to talk about," is another way to handle this. If someone makes a remark to a third person who feels uncomfortable, you can say, "Let's not talk about that, it may embarrass people."

ENDING A CONVERSATION - If you find yourself in a situation where someone is extending the talking, again, honesty is the best policy. "I'm sorry, but I need to move on. Could we talk later?"

SOMEONE INTERRUPTS YOUR CONVERSATION WITH ANOTHER PERSON - If you find someone is rudely interrupting a conversation, you can say something like, "I'm talking to Mary now and I need to do so. I will talk to you later."

ABSTRACT TO THE REAL THOUGHT - People who are intellectually disabled may have difficulty in moving their thoughts from the abstract to reality. Use concrete examples and items. Illustrate abstract ideas with "real" items or experiences. Relate concepts to your guests' lives in the family, group home, vocational center, school, or job. Role model the behaviors you want your guests to learn and have them practice actual skills.

LACK OF SKILLS AND DIFFICULTY IN LEARNING FROM OTHERS - Take your guests into the world or bring the world to them! Expand their horizons. Give them new experiences. Help them meet and interact with new people. Use every interaction and experience to encourage the use of all their senses.

POOR SELF-ESTEEM STEMMING FROM INABILITY TO SUCCEED - Give your guests every opportunity to experience success! Praise and compliment their efforts. Enable each guest to succeed, excel, and help others. Help them see their progress. Compliment them when they succeed or try hard.

DIFFICULTY IN REMEMBERING THINGS EASILY RETAINED BY OTHERS - Repeat! Repeat! Repeat and repeat again! Help your guest identify and understand objects, feelings, situations, colors, friends, everything! Teach cues relating to people, situations, etc., that will "call up" memory.

People who are intellectually disabled often have trouble processing information and instructions. Example: You may tell Bill, "Get up. We are going to go to breakfast, then chapel, then swimming." Bill may have only been able to process swimming and excitedly puts on his swimsuit. That's all he heard. This is often mistaken for a behavior problem.

Simplify your instructions to the task at hand. Ask questions after you give instructions. Example: "Bill, let's go to breakfast. Okay? Bill, where are we going? Great, let's go to breakfast."

INABILITY TO PROCESS WHAT THEY SEE, HEAR, FEEL, SMELL, OR TASTE IN A USABLE WAY - Keep searching for clues as to how each person learns best. Consult others who may know your guest, such as parents, co-caregiver, team leader, recreation staff, or last year's caregiver. Look for alternative ways to present the material to increase learning.

EASILY DISTRACTED OR UNABLE TO KEEP THEIR ATTENTION ON A SINGLE ACTIVITY FOR AN EXTENDED TIME PERIOD - Have short sessions. Change activities frequently when you notice that your guests are losing interest. Be flexible!! Have alternatives in mind, and use them when necessary. Use methods that engage all the senses.

WHILE AT SUMMER GET AWAY - For guests who deal with intellectual disabilities, always reinforce their established discipline routines. You will find these discipline routines listed on the guests' applications. We are under obligation to the parent or guardian to uphold their methods. However, if you feel a routine is inappropriate, please contact your team leader immediately. The Law prohibits the use of corporal punishment or physical restraints outside of our Protective Defense Policy. Our Protective Defense Policy will be discussed in orientation on Monday of Get Away.

Most people who are intellectually disabled should never be left unattended. Some, however, are very high functioning. Those individuals need a certain amount of freedom and should never feel as though they are being "watched." Yet, for safety reasons, you should always know where they are and what they are doing. Stay within a reasonable distance. There will be others, however, who obviously should never be left alone. Also, be aware that there may be some guests who are high functioning, intellectually disabled who have been granted some independence. Refer to guest applications and team leaders for such information.

REMEMBER—YOUR EXCITEMENT CAN AND WILL RUB OFF ON OTHERS!

REGISTRATION AND ORIENTATION PROCEDURES

To eliminate confusion - IT IS REQUIRED that each staff member and CIT be present at staff orientation at its designated time prior to the opening of the Summer Get Away. We are working with a very limited time schedule that day, and there is a great deal of information that must be covered to acquaint you with your guests and their specific care needs. Immediately following the staff orientation and lunch, we will proceed with the guest registration and orientation procedures discussed below.

DESIGNATED CABINS OR ROOMS - Each CIT will be assigned to a cabin or room upon arrival at the Summer Get Away. At the close of staff orientation and the following lunch hour, each CIT will go to his/her room with their caregiver and wait. Your guest's parents, guardians, or drivers will bring them to you. ***NOTE: TAKE ADVANTAGE OF THIS OPPORTUNITY TO GAIN ADDITIONAL INFORMATION ABOUT YOUR GUESTS BY TALKING WITH THESE PEOPLE.

IMMEDIATE NEEDS - Upon meeting your guests for the first time, you may have some apprehension. We have tried to help you deal with it through this manual and the staff orientation, but what about your guests? There is a possibility that there will be some apprehension on their part as well. Do your best to help them deal with these feelings.

People who are intellectually disabled are facing unfamiliar surroundings and strange faces. People who are physically disabled are about to trust their total well-being to a stranger who they aren't sure is capable of meeting their needs. To some, it even means their intimate needs will be exposed to an unfamiliar individual. They are totally vulnerable to you. You can certainly understand how that could make them uncomfortable.

The best place to start is by setting the mood with friendly conversation. Keep a positive and up-beat sound in your voice. Don't forget the power of a reassuring smile or perhaps a gentle touch or hug when appropriate.

The best rule of thumb in building immediate relationships is to place yourself in their position. Treat them like you would want to be treated if you were in the same situation.

Your first goal should be to win their friendship. Remember, you only have those first few minutes to make a good first impression. Make the best of them.

STAFF FOLDERS - At the staff orientation, prior to the opening of the Summer Get Away, you will receive a folder which contains paperwork for you to fill out at the end of Get Away. At the close of the Summer Get Away, your folder with all forms to be filled out, must be turned in to your team leader or designated office personnel upon the departure of your last guest.

DAILY RESPONSIBILITIES

PHYSICAL CARE - As a CIT, it is your responsibility to be a big brother or sister to guests who are mentally disabled and to become a friend to those who are physically disabled.

For five days, you will aide in their care and general well-being. This means leading and guiding those who need supervision, providing for their safety, involving and encouraging them in various Get Away activities. For some, you may have to monitor their toileting habits and assist them with personal hygiene, such as bathing and oral care. Others may need assistance with dressing. Please help them dress according to the weather. You may also need to assist others with feeding, or monitor their general nutrition. These types of care duties will be outlined on the copy of each guest application in your caregiver's folder. Although your caregiver takes full responsibility for these duties it is encouraged that CITs jump in and learn to serve people with disabilities in these ways. Getting out of your comfort zone can be challenging yet rewarding.

The medical staff are available to assist you, if need be, with any care duty. If there is something you feel you cannot possibly do, please notify your team leader or your medical staff. They will be sure to have someone available to temporarily fill in on your behalf.

Many of the people you will be serving tire easily because of their various disabilities. Please utilize a rest period every day if necessary. Don't push them too hard but encourage them to pace themselves so they may enjoy as many activities as possible. Sometimes it is a good idea to let them come along at their own pace. For those who are intellectually disabled, make sure they are in their room by the designated "quiet hour" with the possible exception of scheduled afterglows. For those who are physically disabled, make sure to encourage them to get the rest they need.

SPIRITUAL CARE - This, of course, is the most important part of your ministry with Special Touch. The physical care you provide for your people is temporary, BUT THE SPIRITUAL CARE GIVEN HAS ETERNAL VALUE.

You provide spiritual care several different ways. Earlier we mentioned the importance of daily devotions with your people using our devotional guide. This is an excellent time for you to minister one on one. Don't just quickly read through the written words, but talk about their intimate spiritual needs. Learn their spiritual desires and their heart's cry. Many of them will be waiting to open up to you pertaining to these things. Pray together, as a group, for one another, and pray individually with them as well. Use this time to bond together spiritually.

Chapel services are an obvious source of spiritual life. Attendance to chapel services is THE priority activity of each day. If your guests are tiring through the day, make sure they get rest during the Open Recreation period, NOT during chapel times. Involve your people in the times of praise and worship. The best way to do this is to set the example, by letting your own praise flow freely. Take advantage of prayer time around the altar with everyone, especially your guests.

One of the less obvious ways to provide spiritual care is through your own actions. The example you set in word and deed, as well as attitude, is perhaps the strongest. Be assured that your guests will be watching you closely in your dealings with them and others around you. Always maintain the mind of Christ and minister in His love.

The primary focus of the spiritual care you provide is to lead those to Christ who do not know Him personally. For those who have already experienced salvation, your focus is to lead them into a deeper spiritual life, and to provide an atmosphere of true Christian fellowship that they can cherish for years to come.

PROGRAM AND SCHEDULE - A great deal of planning has gone into providing a premier program of scheduled and free-time activities. There are activities provided that are functionally appropriate for everyone. Please encourage your guests to take in all that has been provided on their behalf.

At the staff orientation on Monday morning, you will receive in your folder, a schedule for the week. The schedule will be in one of two colors; green for guests who are intellectually disabled and yellow for guests who are physically disabled. The schedules contain not only a time slot and location for daily activities, but general information for the benefit of your guests.

We expect to see everyone involved in the specially planned, organized activities designated on your schedule. (Remember, green is for guests who are intellectually disabled and yellow is for guests who are physically disabled). Open recreation is free time where you can take advantage of activities offered by the facility. (Some restrictions may apply due to the organized activity of the other group.) Again, remember, if your guests are tiring through the day, make sure they rest during the open recreation time and NOT during organized activities or chapel.

MODEL SCHEDULE- This model schedule is designed to give you a general overview of our week together. Since actual starting times may vary, no specific times have been listed here, but they will appear on your actual Summer Get Away schedule.

MONDAY

Morning --	Staff arrive Staff orientation
Lunch	(provided for staff only)
Afternoon -	Guest registration Guest Orientation Organized recreation* Open recreation* typically: swimming, boating, games, etc. Crafts Supper
Evening --	Free time Evening Chapel Snack bar opens (if available) Afterglows Quiet hour

(May vary according to facility)

* Please note: While the green schedule is in open recreation, the yellow schedule is in organized recreation and visa versa

TUESDAY--THURSDAY

Morning -- Wake up
Breakfast
Morning chapel- NOTE: Guests with intellectual disabilities and guests with physical disabilities each have their separate chapel service at this time.
Devotions (May be fit into the schedule anyplace else you find convenient)
Organized recreation, free time, exercise class, etc.

Lunch

Afternoon -- Organized recreation
Open recreation – typically: swimming, boating, games, etc.
Crafts (May vary according to facility)
Specialized activities—horseback riding, tubing, field trips, etc.
Supper
R&R (Rest & Relaxation) through the afternoon when appropriate and needed

Evenings -- Evening Chapel
Snack bar opens (if available)
Afterglows
Quiet hour

FRIDAY

Morning -- Wake up
Breakfast
Morning Chapel
Devotions
Free time and pack up

Lunch

Afternoon -- Vacate grounds

SPIRITUAL ACTIVITIES

CHAPEL SERVICES - The chapel services have always been a highlight of the Summer Get Aways throughout the years. We meet twice a day for chapel, once in the morning, and once in the evening. The morning chapel is divided into two and sometimes three groups. Guests who are lower functioning, intellectually disabled, and the children will be taught by a children's evangelist, using Bible stories and puppets to relate spiritual concepts on their level of understanding. Guests who are high functioning, intellectually disabled may be taught on a teen-level at the same time. Adults who are physically disabled, will be in a morning chapel geared to the spiritual issues they face. For the evening chapel service, we will all be together for a time of praise and worship, special music, testimony, and the preaching of the Word by our evening speaker.

We like to combine the entire Summer Get Away population for this time of worship in the evening chapel service simply because it is our long range goal to one day see all of God's children worshipping together in our local churches without prejudice. We can begin to set the example at Special Touch Summer Get Away. No one would want the responsibility of deciding who is worthy of worshipping with us, and who isn't. In addition, our evening chapel service provides an opportunity for people with disabilities to learn how to respond in a regular church service back home.

AFTERGLOWS AND CONCERTS - Often we feature a variety of evening afterglows, times of singing praises around the bonfire, concerts by gospel musicians, special showings of various Christian movies, etc. All of these things bring an added dimension of spiritual life to the Summer Get Away.

DEVOTIONS - These have been mentioned a number of times already in this manual. We cannot stress too much the importance of this very intimate "family" time that you can share as a group in the Word. Take advantage of it. It will make a difference in your day. The scheduled time for devotions is flexible. You may fit it into the most convenient part of your day. BUT you MUST fit it in.

PRAYER AT MEALS - We encourage everyone to sit as a room or cabin unit at meal times and ask God's blessings on your meals together as a family unit.

ONE ON ONE MINISTRY - We encourage everyone, staff, CIT and guests, to be sensitive to the spiritual needs of all those around us. Many are looking for a friend to share a burden or specific problem with. Minister, in this manner, one to another. If someone appears to be troubled, encourage him or her to open up. Bear their burden. Let *agape* love abound. This is not only encouraged between staff and guests, but between staff and other staff. Be careful to keep your relationships "open." The forming of "clicks" is always unhealthy for everyone involved. Can we reserve this one place (Special Touch Summer Get Away) within the body of Christ to be void of relational conflict? We would do well to remember that EVERYONE, regardless of their ability to perform, is valuable and worthy of our love, acceptance, fellowship, and companionship. Let us leave all of our pettiness behind, and for at least these five days, do everything within our means to be like Jesus.

RECREATIONAL ACTIVITIES

This part of the program is the responsibility of the Summer Get Away recreation staff. They will require your assistance in maintaining order during recreational activities. Any help you can give them will be greatly appreciated. They will also need assistance in transferring and wheelchair manipulation during certain activities.

You will find that the recreational activities are almost limitless. To add even more variety, we have divided the activities into two categories, organized recreation and open recreation.

ORGANIZED RECREATION - There is a separate scheduled time of organized recreation for each group. For guests who are intellectually disabled, there will be a variety of group games that will be of much enjoyment to them. Organized recreation for guests who are physically disabled does involve some group games, and other activities that will provide light-hearted fellowship. Everyone is expected to be involved in organized recreation because it gives opportunity to become acquainted with one another.

To eliminate confusion on meeting times and locations for these activities, they will be printed in your Summer Get Away schedule. Refer daily to your schedule so you can be informed.

OPEN RECREATION - This is basically designed as a period of free time during which your guests can do whatever they wish. During this time, guests who are intellectually disabled will still remain under supervision.

A variety of activities are available such as swimming, volleyball, baseball, basketball, tennis, ping-pong, croquet, horseshoes, etc. These activities may vary from Summer Get Away to Summer Get Away depending on what activities are available from the specific rental grounds. In some locations there is miniature golf, inner-tube trips, paddleboats, canoes, pontoon boat rides, wall climbing, hot tub, fishing, board games, etc.

In some cases you may encounter a situation where the guests in your cabin or room will be split on the things they want to do. Some may want to go on a field trip while others may want to go swimming. How do you handle this situation? Each caregiver will be assigned a Co-caregiver (to be discussed later). Working out schedule conflicts with co-caregivers is very helpful.

As a CIT you are also able to accompany your guests to activities without the supervision of your caregiver, if needed. However, it is encouraged that you meet up with your caregiver again as soon as possible since the focus of this week is to learn from them and be mentored by them.

MEDICAL ASPECTS

MEDICAL STAFF RESPONSIBILITIES - It is the medical staffs' responsibility to maintain the physical well-being of each guest. Upon arriving at Summer Get Away, ALL staff and guests will turn in all medications to the medical staff to be under lock and key for safety. The medical staff will handle and administer all medications, for staff and guests alike (state regulations). Most medications will be given during mealtimes and after the evening chapel service.

In depth medical care, such as specialized bowel routines, and catheterizations, etc. will be performed by the medical staff unless caregivers have previous experience and feel confident in performing such tasks. They will also assist with showers, if necessary.

The medical staff will also make final decisions on guests' involvement in various activities. They will judge whether or not certain activities could compromise the health or well being of any guest or staff person.

EMERGENCY PROCEDURES - In the event of a seizure, choking, loss of consciousness, accident or injury, immediately call or send for the medical staff by blowing your emergency whistle. Administering emergency care is their responsibility.

Each staff member and CIT will be issued a whistle, to be blown only to signal the entire Summer Get Away that there is an emergency in progress. If you hear a whistle blown, immediately proceed to the area to offer assistance, if needed. Do not leave your own guests unattended to do so, but do whatever you can to relay the emergency message to the medical staff. Most of the support staff have two-way radios with them at all times. If you are involved in an emergency, or hear a whistle blown, make sure you notify one of them, if possible, so they may utilize their two-way radio for a quick response.

Once you have sent for the medical staff, begin to administer proper care as taught in the staff orientation, until the medical staff arrives. In the event of accident or injury, do not move the individual unless there is danger of further injury.

The Summer Get Away Coordinators must be notified immediately if there is an emergency. The entire Summer Get Away group will be called to prayer.

Even though a Summer Get Away of our nature would have greater likelihood to experience such emergencies, more so than any other group, please keep in mind that such occurrences have been rare through the years. We thank God for His protection!

UNIVERSAL PRECAUTIONS FOR ALL COMMUNICABLE DISEASES

These precautions are for use with everyone, for the protection of your guests and yourself.

GLOVE USE:

- Wash before and after each use, preferably with antimicrobial soap.
- Change gloves between every person and for same person, if necessary.
- Remove and dispose of properly.

WHEN TO USE:

- Personal Care: toileting, diapering, bathing, clipping nails.
- Cleaning spills or messes: blood, feces, urine, vomit. (Also see below)
- First Aid with blood: cuts, open burns, nosebleeds, wound care.
- Laundry: Consider all laundry contaminated.

CLEANING SPILLS:

- Wear gloves
- Clean area with detergent using disposable cloths/ towels.
- Disinfect area with germicide (1 part bleach to 10 parts water).
- Throw contaminated waste in lined container; remove liner and seal.
- Spills on carpets need to have germicide applied NOT bleach water disinfectant spray.

SAFETY: There are several safety procedures to be aware of, most are common sense.

- Never leave children or guests who are mentally disabled unattended, with the exception of a few high functioning mentally disabled adults.
- Be very cautious around the roads and highways. Always use the crosswalks when crossing.
- Use top bunks only for those who are capable of doing so safely.
- Never allow anyone to swim alone.
- Life jackets must be worn when riding boats, canoes, or paddleboats at all times. This applies to adults who cannot swim or save themselves in the event of a water accident. A person in a wheelchair should wear a life jacket, and their wheelchair seat belt should be released while on or near the water. Be sure to buckle it again when on land.
- When pushing an individual in a wheelchair, always be sure their seat belt is fastened.
- When pushing an individual in a wheelchair, never negotiate stairs or hills without assistance.
- Be cautious when transferring people in and out of wheelchairs. Lift properly, so as not to injure yourself. Assistance is recommended. Refer to page 8.
- Be aware of weather conditions: heat, sun, cold, bug bites and stings, etc. Dress your guests appropriately and use bug spray.
- To avoid accidents, avoid horseplay.

MAKING YOUR STAY MORE COMFORTABLE

There are several things you should be aware of that will make your Summer Get Away experience more comfortable. Certain items can be brought from home that you will either need, or find useful. We offer a few suggestions below.

- Bedding or sleeping bag, and pillow
- Alarm clock
- Personal hygiene items
- Swim suit - modest
- Bath and beach towels and wash cloths
- Old tennis shoes for water front activities or tubing, if available
- Recreation attire
- Appropriate clothing for chapel services (modest, casual)
- Flashlight
- Insect repellent
- Bible & notebook

OPTIONAL ITEMS

- Camera
- Sun screen lotion
- Extension cord
- Electric fan (in case rooms are not air conditioned)
- Bath mat

Due to fluctuating weather conditions and possible extremes, you may find shorts, warm jackets and pants very welcome. Possibly even rain gear and umbrellas will be helpful. Bring whatever you feel will make your stay more pleasant.

COME PREPARED - You will find it helpful to come to the Summer Get Away well rested and physically and spiritually prepared. Be sure to get plenty of sleep the week prior to Summer Get Away. Most of all prepare your heart spiritually for God to do the unexpected, in and through you. Keep your spiritual eyes and ears open so you can take advantage of every ministry opportunity. Let God change you into the image of Christ, into a true "foot washer," a servant of God. Have a blessed week!

EXPECTATIONS

- **CIT SCHEDULE**
The CIT program is a specific program that operates in conjunction with the Summer Get Away program, therefore there may be a specific CIT schedule which clarifies if and when CIT meetings and activities are held. These meetings and activities will be led by the CIT Coach. It is expected that each CIT is aware of the meeting times and arrives on time, to the best of one's ability.
- **CURFEW**
Each Get Away has a designated time for quiet hour. It is expected that CIT's adhere to this curfew time since sleep is necessary during the busy week.
- **SWIMSUIT POLICY**
Out of respect for all guests and staff present at Get Away we ask that all CIT's dress appropriately at the beach. Females - please wear a one piece suit or swim with a shirt.
- **TEXTING**

While at Get Away, the focus of your attention should be on the people you are working with, not on events happening elsewhere. Please limit your cell phone use (including text messaging) to a minimum, or simply turn off your phone for the week. This will not hinder proper communication in the case of an emergency since we do not confiscate cell phones.

- **GOING WITH GUESTS TO THE ALTAR & SITTING WITH THEM IN SERVICE**

The main purpose of ministry to people with disabilities is to lead them toward a life changing encounter with Jesus Christ. Salvation and spiritual growth for those you are ministering to during Get Away is closely tied to relationship. There may be moments throughout the week where immediate assistance and care are not required. These moments are not meant to be free time. Instead, they can provide the opportunity for you to build relationship through conversation and spending quality time with others. Morning chapel and evening services are good examples of such moments. Sitting with your guests and assisting them in the activities and altar times is crucial for building relationship and supporting spiritual growth. Please be sure you are present with your guests during these times of the week.

LINE OF AUTHORITY AND SUPPORT

The first support available to you as a CIT is your caregiver. Your caregiver is responsible for caring for the guests that have been placed in your room and for mentoring you as a Caregiver in Training both in ministry to people with disabilities and on a spiritual level. Each caregiver also has a co-caregiver who is responsible for the guests placed in their care for the week but can always be a second line of support for you as the CIT. As a CIT you are helping with these cares and learning what it looks like to care for those with a disability. Ministry to people with disabilities is more than caring for them, however. Building relationship and aiding them in meeting Jesus over the course of the week are also roles the caregiver and CIT play together.

Every caregiver has a team leader. This person is available to support caregivers in any way that could be needed. They are well versed in ministry to people with disabilities and can offer assistance and guidance in any situation you may encounter. Their purpose at Summer Get Away is to support the caregivers physically and emotionally, through any and all circumstances.

The CIT Coach is responsible for preparing the CIT schedule that you will follow, leading all the CIT activities, and serving as a point person for all CIT's at Summer Get Away. They are a veteran when it comes to Summer Get Away and ministry to people with disabilities. They know the ropes. The CIT Coach is a key person to turn to for support and questions. Also, this person is available to you as an additional mentor. In a sense, they are your missions trip leader for the week and will be available to you as much as possible from orientation to goodbyes.

The Special Touch Summer Get Away Coordinator oversees the entire Summer Get Away program. They are aware of all the events and situations taking place during the week and the final decisions for all aspects of ministry at the Summer Get Away are in their hands. All staff serve under their direction.

Learning Points for CIT's:

- Try to understand the person behind the disability. Love the people - don't pity them. Love is the switch to turn them on to Jesus. Accept them as they are and let Christ be seen in you.
- Don't make fun of anything or anybody. Laugh with them—never at them. People are honored when shown respect, but will pick up unkind remarks and resent them deeply.
- Be flexible. Expect the unexpected. Take joy in surprises, change of plans, waiting around, and rushing.
- Be friendly. You will find something to like in everyone. Genuine friendliness signals acceptance and will bring about friendliness in return.
- Take people as they come. Like them for who they are. Don't measure them by your standards or expectations. Every person you meet will surprise you, interest you, thrill you, or puzzle you. Everybody presents a challenge to show the best that is in you.
- Work with your leadership. You are their responsibility.
- Learn to savor the experience! Each day will produce new challenges and changes in you and around you. Notice these developments and enjoy them!
- You have an opportunity to affect others for Christ. REMEMBER, you are your peer's pressure.

FUNDRAISING

The CIT program is designed to serve as a mission's trip for students. This includes a fee that is designed to cover costs for the week, just as any missions trip requires funds to be raised. To give you an idea of the cost, the missions fee for all Summer Get Away locations was \$350 at the writing of this manual. However, you must check the Special Touch website or the current year's literature for current costs. This fee does not include transportation to and from Summer Get Away. Special Touch Ministry suggests that these funds be raised by the applicant. There are many fundraising options that can aide in reaching the required amount.

The following letters have been provided for your fundraising purposes.

- Letter to a pastor: This letter can be given to your pastor. It explains the ministry opportunity you have been given and could serve as a catalyst for raising some funds through your local church body.
- Letter to any other potential donors: Often, friends and family are a great resource for raising missions funds. Compile an address list and send this letter out to such a network. Remember to complete the letter by addressing it with a name and signing it at the bottom in the spaces provided. Also, be sure to check the box(s) of each state(s) you have applied to attend, and write the earliest deadline date in the space provided. Feel free to personalize this letter, using the existing letter as a template to guide you. Personal writing usually has a greater impact on the reader.



Dear Pastor,

We would like to introduce you to a great ministry/training opportunity for your students and student leaders who may be interested in one of the purest forms of ministry that exists.

Special Touch Ministry, Inc. operates cooperatively and with the endorsement of the Intercultural Ministries Department of the U.S. Missions division of the Assemblies of God. We offer a premier retreat experience for people with disabilities. Additionally we have implemented a new level of ministry the Caregiver In Training (CIT) program, to introduce motivated young men and women, between the ages of 14 and 17, to the rigors and rewards of caregiving for people with disabilities, at a Special Touch Summer Get Away. The CIT program has blossomed into a well-organized ministry that not only lends assistance to the Summer Get Away staff, but also leaves an indelible mark upon the young lives of those who participate.

The CIT program involves one week of hands on learning from veteran staff serving people with intellectual and/or physical disabilities. The CIT program not only assists Special Touch in providing needed support for our caregivers, but also provides training for the next generation of caregivers. This program gives your students the opportunity to:

- Increase their commitment to God
- Develop a heart of servanthood
- Expand their ability to minister
- Win the unsaved to the Lord
- Work directly with people who have intellectual and/or physical disabilities
- Share their experiences with their peers

Exodus 17:10-13 tells the story of the victory of the Israelites over the Amalekites. In the account, as long as Moses held up his hands God's people would win. And when Moses grew tired, two men, Aaron and Hur, came and held up his hands for him. This is the spirit and aim of the CIT program.

The need for your youth to participate in the CIT program is very great. Special Touch Summer Get Away is the only opportunity that many of our guests with disabilities will have all year to get out and hear the saving message of Christ.

Every year guests are turned away because there isn't enough staff to provide proper care. The youth of the churches can help to allow more guests with disabilities to attend. The CIT ministry is demanding and cutting edge. It is an opportunity for your students to minister by literally being someone else's hands, arms, legs, feet, or even eyes or ears. Giving them the chance to understand and learn from men and women who live victorious lives for Jesus in the midst of great limitations. **This is a mission's trip for your young people, and they need to raise their Missions Fee of \$350, just as they would for any other mission's trip.** Please encourage the young person that brought this letter to you. His or her life will be forever changed.

Servants Together with Christ,

Charlie & Debbie Chivers

Founders & Directors

Special Touch Ministry, Inc. Ministry Office: P. O. Box 25 Waupaca, WI 54981 715-258-2713

centralprocessing@specialtouch.org

www.specialtouch.org

www.livetheredletters.com



Special Touch
Central Processing Office
P.O. Box 25 Waupaca, WI 54981
centralprocessing@specialtouch.org
www.specialtouch.org
www.livetheredletters.com
715-258-2713

Dear _____ ;

A challenging and exciting opportunity was presented to me and I want to share it with you. It's something I believe you will find worthwhile.

I have been approved to be part of a Caregiver In Training (CIT) missionary team that will be working at a Special Touch Summer Get Away providing a Christian retreat experience for people with intellectual and/or physical disabilities. Special Touch Ministry, Inc. has been providing Summer Get Away programs for people with disabilities for 30 years. The purpose of Summer Get Away is to evangelize and provide Christ-centered teaching to a group of people who are ignored by many.

I will be working with other Christian volunteers to give people with intellectual and/or physical disabilities the opportunity to enjoy a "camp/retreat type" experience. Some of my responsibilities might include; assisting in various needs of care giving, helping people with disabilities participate in recreational activities, and assisting other caregivers in their duties.

I believe this opportunity will encourage my growth in the Lord and help me learn vital lessons in working as a servant of God. I want to have the chance to let God work in my life.

As with any missions trip, each CIT is responsible for raising their own funds to cover expenses at the Special Touch Summer Get Away. The Missions Fee is \$350. I hope you will consider sponsoring a portion of the total cost. Any donation you give will be greatly appreciated and all gifts are tax deductible.

Please pray for me as I continue to follow God's direction in my life.

Thank you for your love and support.

Detach form here and mail with donation



CAREGIVER IN TRAINING

Amount of Contribution \$ _____

CIT's Name _____

Your Name (please print) _____

Your Address _____

City, State, Zip _____

I have applied to attend the following Get Aways:
[] OK [] FL [] IL [] WI [] KY [] APP [] NE [] AZ

Please make check payable to Special Touch Ministry and mail with this form, by _____ to:

Special Touch Central Processing
P. O. Box 25
Waupaca, WI 54981

CIT APPLICATION

- Please fill out the CIT application on-line at www.specialtouch.org. Then print, sign and return it with your \$100 deposit for each state you are applying to. Make sure that all of your reference forms are signed by the appropriate people and they know to return them promptly. All funds and references must be in the Central Processing Office *by the deadline date* for each Get Away(s) you are applying to, in order to guarantee acceptance. Please do not apply until you can commit for the entire week and have arranged for your own transportation.

CIT POLICIES & PERSONAL CODE OF CONDUCT

As a CIT, I understand:

- All CIT activities will be conducted by the CIT Coach.
- I am responsible to the Caregiver, Team Leaders and the Staff I am assigned to. I will show them respect and realize that any disregard for adult authority will not be tolerated.
- I am expected to be on time for all CIT Meetings and adhere to all listed expectations during the week of Summer Get Away.
- I will not work outside of my assigned responsibilities without the consent of my Team Leaders and will not make commitments outside of my assigned responsibilities.
- The most important discipline of all is the discipline of the Holy Spirit in my life, working in and through me to make me the kind of witness that will count for the Lord.
- Self-discipline is necessary to maintain right relationships with each other. Some people live, think, act, work, play, eat, and worship differently than me. My purpose is not to change them to my way of doing things, but to fit into their way of life. There is no room for a “my way” attitude.
- I may find it difficult, at times, to get along with others. It may seem as if others have easier assignments. They will be thinking the same thing. I will suppress my desires and check my attitude for the sake of Ministry.
- This is a time that is designed to reach people with disabilities. All other activities and relationships are secondary. At no time will I neglect the work of my primary objective – WINNING THE UNSAVED TO JESUS CHRIST and showing God’s love through servanthood.
- I will make a conscientious effort to keep the noise levels down, especially during quiet hour.
- I will conform to the disciplines of sleep times that my assigned room follows.
- I MUST RESPECT OTHERS AT ALL TIMES.

CIT Signature _____ Date _____

Please sign as an agreement to comply, and bring this form with you to Get Away.