



Disability Outreach & Inclusion Workshop for Christian Leaders



Supplement: Participant Recruitment Guidelines



Table of Contents

Step 1: Identify the Workshop Location.....	3
Urgency of Need and Influence of Christian Leaders	3
Relationships with Government and/or Christian leaders	5
Individual Requests.....	4
Step 2: Field Visit to Identify the Lead Pastor	5
Speak with a Local Pastor	5
Call the Lead Pastor	6
Step 3: Meeting with Lead Pastor	6
Introductions.....	6
Discussion on the Churches' Response to Children with Disabilities	7
Planning the Disability Training Logistics.....	7
Lead Pastor Preparations.....	8
Step 4: Follow-up.....	8
The Weeks and Months Before the Training	8
The Day Before the Training	9

This recruitment strategy is based on the most common organizational structures of churches in the Kilifi County of Kenya. Users should tailor this strategy to meet the context and conditions in their project implementation site.

Research other disability organization (nonprofits, clinics, schools, etc.)

Is health and wealth gospel prevalent

Belief in healing prevalent

Step 1: Partner with a Local Organization or Institution

Ideally, anyone arranging one of Kupenda's *Disability Outreach & Inclusion Workshop for Christian Leaders* would be either partnering with or employed by an organization that has existing relationships with Christian leaders. Such an organization will have an understanding of the local Christian culture and disability landscape in your implementation area. They will also be well-positioned to recruit participants for the workshop.

Step 2: Identify the Workshop Location

When deciding on the location for your workshop, organizers should consider the communities' urgency of need and the influence of Christian leaders. Whenever possible, they should also seek a location where they have pre-existing connections or relationships with government and/or Christian leaders who can support community entry and project implementation. Sometimes organizers will select a location where they have identified a child in need or where a Christian leader has asked for disability outreach support.

Note: *In some cases, you may choose to enter a community at the request of a pastor or Christian leader who has learned of your program and is requesting disability training or support. In other cases, you may choose to enter a community where someone has already identified a child with a disability (or a family impacted by disability) who is at risk.*

Urgency of Need and Influence of Christian Leaders

- 1) First identify the smallest administrative unit in your country (in Kenya, these are called "wards").
- 2) Then identify 3-5 units where you suspect children with disabilities are in need and Christian leaders are highly influential.
- 3) People impacted by disability tend to have the greatest understanding of the common beliefs, attitudes and practices related to disability in their community. Call or meet with a few people with disabilities and/or their family members from each unit to conduct a brief needs assessment using the questions in **Box 1**.
- 4) Based on your community assessment, determine the area where:



- a. Families impacted by disability appear to be in the greatest need of support and inclusion
- b. Church leaders have a strong influence on community beliefs and practices¹
- c. Interviewees indicate that church leaders would be open to a disability training.

** Note: In many cases, the areas with the most urgent needs will be very rural and remote communities.*

Box 1: Community Needs Assessment Questions for People Impacted by Disability

Note: Remember to ask open-ended questions rather than closed (yes / no) questions. This gives the respondent an opportunity to elaborate and reduces the perception that the interviewer is biased or “leading” the respondent to answer in a certain way.

1. What are the most common religions practiced by people in your community? How are they practiced?
2. What role do pastors and Christian leaders play in your community? How do they influence the beliefs and practices of community members?
3. How many churches (approximately) are in your community? How many people (approximately) are part of the local churches?
4. Describe how you, as a person with a disability or a family member of a person with a disability, are treated by others in your community? *(if necessary, prompt with follow-up questions about gossip, teasing, bullying, exclusion from social gatherings, school, church, etc.)*
5. What services are available to help you, as a person with a disability or a family member of a person with a disability, access medical care, education, and other services? Which of these services have you used? How easy is it for you to access these services?
6. What organizations are available to help children with disabilities and their families? Which of these organizations have you accessed? How have they helped you? How easy is it for you to access these organizations?
7. What are some common beliefs in your community about the causes of your disability (or your family member’s disability)? What about other disabilities?
8. What are some common beliefs about treatments and cures for your disability (or your family member’s disability)? What about for other disabilities?

¹ Even when the majority of residents in a community do not practice Christianity, Christian leaders are often highly influential and contribute to beliefs and practices related to disability.



9. When a woman gives birth to a child with a disability, how does her family react and respond? How does her community react and respond? (*If you are interviewing a mother, ask her about her own experience*)

10. What are your greatest needs? In your opinion, what are the greatest needs of people impacted by disability in your community?

Close the interview by asking whether the respondent believes Christian leaders in their community would be interested in attending a workshop to learn more about medical and theological aspects of disability (i.e., definitions, causes, treatments, laws and related scripture).

Relationships with Government and/or Christian Leaders

In addition to the needs assessment results, consider the pre-existing relationships and connections you or your team have in this community. These relationships may be with government officials, village chiefs, pastors, Christian leaders, nonprofit organizations, school staff, etc. If possible, make a list of who you or your colleagues know in each community and rank those in the list by level of influence.

You may want to interview a few of these influential community members using the questions in Box 1 to learn more about the role of Christian leaders and how people with disabilities are treated in the community.

Engaging an influential person who knows and trusts you can also help you to:

- Gain the trust of leaders, residents and pastors in the community
- Identify and access pastors and Christian leaders who are open to meeting with you
- Secure a reliable venue, food vendor and other logistical details for your workshop
- Ensure thorough follow-up and accountability after the workshop.

Step 2: Field Visit to Identify the Lead Pastor

Once you've selected a community, the next step is to identify the Lead Pastor in that area. He or she will be crucial in helping you to enter the community, recruit workshop participants, and organize all logistics for the training.

Important: *The goal of Step 2 is to engage the Lead Pastor in this project and to give him or her a sense of ownership over the idea of raising awareness and support for children with disabilities. For this reason, do not disclose your objective of holding a workshop but guide the Lead Pastor to come up with this idea during the discussion in Step 3.*

Identify the Lead Pastor



To identify the Lead Pastor, ask your contacts in the community or visit a local church and speak with the pastor. When speaking the local pastor, cover these points:

- 1) Explain that you are leading a project to help communities and families learn about the needs of children with disabilities and services available to them.
- 2) Answer any questions or concerns he or she may have about your organization or the purpose of your visit.
- 3) Ask the pastor to connect you to the Lead Pastor (sometimes called the *Chairman* or *Secretary*) of the main pastor's network (sometimes called the *Pastors' Fellowship Union*) in his or her community so you can discuss this project with him.

Call the Lead Pastor

- 1) Call the lead pastors and introduce yourself and (if applicable) your organization and its mission.
- 2) Explain that you would like to meet with him or her to talk about the needs of children with disabilities and services available to them.
- 3) Answer any questions or concerns he or she may have about your organization or the purpose of your visit.
- 4) Agree on a date and place to meet.

A day or two before your appointment, call the Lead Pastor to remind him or her about the meeting.

Step 3: Meeting with Lead Pastor

Introductions

Allow ample time for introductions.

During the Lead Pastor's introduction, ensure you record the leadership team's names and titles as well as the network's mission and coverage area for future reference.

During your introduction, explain that you and/or your organization is committed to supporting people with disabilities. Describe the resources you have, and whenever possible, show examples. Some of your resources may include:

- Information about the medical definitions, causes and treatments for disabilities
- Information about local and national laws protecting the rights of people with disabilities
- Contact details for service providers (including special schools, medical facilities, etc.)
- Theological guides describing the role of the church in serving people with disabilities
- Access to Christian leaders who support people with disabilities through outreach ministries, support groups, and public referrals.



Discussion on the Churches' Response to Children with Disabilities

Then, initiate a discussion with the Lead Pastor guided by the questions in **Box 2**.

Box 2: Discussion with the Lead Pastor on the Church's Response to Families Impacted by Disability

- 1) Are there children with disabilities in your community? (i.e., the entire region covered by the pastors' network he or she oversees)
- 2) How do community members feel about children with disabilities and their families, especially regarding beliefs about spiritual causes and "cures" for disabilities?
- 3) How are local churches involved with supporting and including children with disabilities?

Question 3 will likely inspire the Lead Pastor to describe the challenges or limitations he or she faces in ministering to families impacted by disability. These may include limited funding, environmental barriers, lack of assistive devices, negative community attitudes towards people with disabilities, a lack of knowledge about how to help children with disabilities etc.

When the Lead Pastor mentions a knowledge gap, ask if he/she would be interested in working with you to host a workshop for pastors and other Christian leaders to discuss the role of the church connected to people with disabilities.

Planning the Disability Training Logistics

Once you and the Lead Pastor have agreed to hold a workshop, you can now discuss and agree on all of the logistics outlined in the table below.

Disability Training Logistics

Logistic Item	Recommendation
Number of Participants	We recommend 25
Type of Participants	Pastors, church elders, ministry leaders
Participants' Preferred Language	<i>So you can translate the hand-outs and other presentation materials accordingly.</i>
Date(s)	Days and times that are convenient for the pastors to attend a workshop
Hours	We recommend 8:00-5:00 (tea at 11:00, lunch at 1:00)
Venue	A space that is easy for the pastors to reach, with a set up that allows presentations on a chalkboard, wall, flipcharts, or any other preferred method for display.
Furniture	You will need tables and chairs for every participant



Budget	To cover meals and transport refunds for participants (if needed)
Materials	To be covered by you, the facilitator, or your organization

Lead Pastor Preparations

Once you've agreed on the logistical details, assign the pastor the following tasks:

- Identify and invite the participants
- Develop a list of people who have confirmed that they will attend
- Select the training date(s) and time(s)
- Identify and book a venue
- Secure or rent enough chairs and tables for each participant
- Arrange for tea and lunch to be provided
- Prepare a budget for the venue, furniture, food, and travel reimbursements.

Note: We recommend giving the pastor one week to arrange the logistics so he/she is encouraged to take action while your meeting is fresh in his/her mind

Explain that, as the pastor is preparing for the workshop you will be gathering all of the materials, equipment, staff, guest speakers, and making copies of hand outs.

Before closing the meeting:

- Agree on when the Lead Pastor will complete the preparation tasks
- Ensure the Lead Pastor has the resources he or she may need to call or visit the vendors and participants
- Exchange telephone numbers
- Inform the Lead Pastor of when you will call him to follow up on these arrangements.

Step 4: Follow-up

The Weeks and Months Before the Training

Call the Lead Pastor at the agreed upon time to:

- Confirm that all of the workshop preparations are in place.
- Discuss the budget and any needed adaptations.
- Request a list of the participants and their contact information

If some of the preparations are still pending agree on a time when you'll call back to confirm the final details.

Then call a few of the participants to confirm that they have been invited to the workshop. If they have not, call back the Lead Pastor to discuss.



Begin to prepare all materials, equipment, staff, guest speakers, and hand outs for the training (see the “Preparations” section of the *Disability Outreach & Inclusion Workshop for Christian Leaders Facilitator’s Guide*)

Vendor and Participant Payments

Once you have confirmed that all of the workshop logistics are in place, send the Lead Pastor the resources he or she may need. This may include funding for the food, the venue, the furniture, and/or participants’ stipends.

Note: In some cases, it may be more secure to send funds just one day before the workshop or, when possible, to pay vendors and participants yourself on the day of the training.

The Day Before the Training

Call the pastor to confirm that the following preparations are in place:

- Participants
- Venue
- Furniture
- Food, water and tea
- Budget