**ANNUAL ACCESSIBILITY AUDIT FOR UNITED METHODIST CHURCHES (¶2533.6)**

**Church\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_District\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **YES** | **NO** | **Description / Guidelines** | **Explain “NO” Answers\*** | |
| ***GETTING INTO THE CHURCH*** | | | | | |
| 1 | B\* |  | Clearly visible signs direct people to accessible entrances |  | |
| 2 | B |  | 1 or more ADA parking spaces are on level ground close to entrance |  | |
| 3 | G |  | Chair users don’t have to move behind parked cars or cross traffic |  | |
| 4 | S |  | At least 1 per 25 spaces is clearly marked with access symbol on vertical signs and on pavement (# of accessible spaces:\_\_\_\_\_) |  | |
| 5 | B |  | Accessible spaces are 8’ wide with adjacent 5’ access aisle |  | |
| 6 | B |  | At least one accessible space is van accessible: 11’ wide with clearly marked adjacent 5’ access aisle (or 8’ space with 8’ access aisle) |  | |
| 7 | B |  | 36” wide curb cuts (curb ramps) are provided close to parking |  | |
| 8 | B |  | Route (sidewalk) from accessible parking to accessible building entrance is smooth, flat, & at least 36” wide (width:\_\_\_\_\_) |  | |
| 9 | B |  | *Entrance is level* *or* has exterior ramp with non-slip surface and minimum width of 36” between handrails (width:\_\_\_\_\_) |  | |
| 10 | S |  | Ramp has max. incline of 1:12 (length:\_\_\_\_\_ rise:\_\_\_\_\_ ratio:\_\_\_\_) with no more than 30’ between level landings, *or entrance is level* |  | |
| 11 | S |  | 34-38” handrails are on both sides of ramp/ stairs and extend 12”, lower railing no higher than 4” above deck, *or entrance is level* |  | |
| 12 | B |  | There is a 60”x 60” level platform at entry door (size:\_\_\_\_\_\_\_) and space on pull side of door (preferably 18”) to allow door to open |  | |
| 13 | G |  | Automatic door opener is available, or doorbell to request assist |  | |
| 14 | B |  | Entrance door is 36” wide; threshold no more than beveled ½” high |  | |
| ***GETTING AROUND THE CHURCH*** | | | | | |
| 15 | B |  | Signs in entrances/ halls direct visitors and help them locate rooms |  | |
| 16 | B |  | Corridors are at least 36” wide and have non-glare floor surface |  | |
| 17 | B |  | No objects protrude more than 4”, and lowest part of protruding object is no more than 27” above floor height to allow detection with a cane; no sign or high protrusion is lower than 80” |  | |
| 18 | B |  | Multi-level buildings provide access to all common/ most program areas via elevator, lift and/ or ramp(s), *or building is on one level* |  | |
| 19 | B |  | Interior doorways have a minimum of 32” clearance and thresholds are level or are no more than ½” high and beveled |  | |
| 20 | S |  | Door handles (e.g. lever style) are easy to grasp and operate with one hand/single effort, using no more than 5 lbs. force |  | |
| 21 | S |  | Carpet pile is level, no more than ½” thick, w/ no or firm padding; floor mats have non-slip backing and are stable |  | |
| 22 | G |  | Fire alarm controls and extinguishers are no more than 48” (h:\_\_\_\_\_) from floor; visual and auditory fire alarms are in place |  | |
| 23 | B |  | At least one accessible marked unisex/ family restroom (*or* *one stall in male and female restrooms*) per floor has ~60”x 60” turning space with 33 – 36” high wall-mounted grab bar next to toilet extending 54” from back wall; toilet height 17 – 19” (h:\_\_\_\_\_) |  | |
| 24 | S |  | 29” sink clearance from floor (h:\_\_\_\_\_), easy to operate controls (lever style, automatic, etc.), hot water & drain pipes are covered |  | |
| 25 | B |  | Soap dispenser and paper towels are mounted no higher than 48” (h:\_\_\_\_\_) *or placed on counter for access* |  | |
| 26 | B |  | Bottom edge of at least one mirror is 40” or lower (h:\_\_\_\_\_) |  | |
|  | **YES** | **NO** | **Description / Guidelines** | **Explain “NO” Answers** | |
| 27 | B\* |  | Drinking fountain is no higher than 36” with easy hand controls and wheelchair clearance, *or* *paper cup dispenser is provided* |  | |
| 28 | B |  | Stairs/ interior ramps have handrails on both sides, *or all one level* |  | |
| 29 | S |  | Top/bottom step edges & ramp level changes marked, *or one level* |  | |
| ***SANCTUARY, CLASSROOMS, AND FELLOWSHIP AREA*** | | | | | |
| 30 | S |  | Level pew cuts/ wheelchair spaces are next to aisles and distributed throughout the room for choice in seating |  | |
| 31 | S |  | Wheelchair spaces are 33”x48” forward or 33”x60” side approach (size:\_\_\_\_\_\_\_), with view of pulpit and screen when others stand |  | |
| 32 | G |  | Chancel area and choir loft are accessible, e.g. with ramp or lift |  | |
| 33 | S |  | Handrails are provided for steps to the chancel, *or floor is level* |  | |
| 34 | B |  | Aisles are at least 36” (w:\_\_\_\_\_\_)in common areas |  | |
| 35 | B |  | Fellowship - e.g. potlucks, coffee hour- is offered in accessible space |  | |
| 36 | B |  | In fellowship area and classrooms at least one table has minimum of 29-30”clearance on underside |  | |
| 37 | B |  | Some chairs have armrests and have seat heights ~18” from floor |  | |
| ***COMMUNICATIONS AND ENVIRONMENT*** | | | | | |
| 38 | S |  | Members are sensitized about need to minimize use of fragrances |  | |
| 39 | G |  | Soaps, cleaning products and other chemicals are fragrance free; candles are unscented and non-petroleum-based |  | |
| 40 | B |  | If projection is used, large font and good contrast are provided |  | |
| 41 | B |  | Large print bulletin, songbook, and/or Bible provided on request |  | |
| 42 | S |  | Braille or alternative/ digital media provided upon request |  | |
| 43 | B |  | Microphone used by all speakers or comments are repeated at mic. |  | |
| 44 | S |  | Assisted listening system (FM and/ or loop) and receivers available |  | |
| 45 | G |  | ASL sign language interpreter is provided upon request |  | |
| 46 | S |  | Print copies of sermon are available prior to worship, upon request |  | |
| 47 | G |  | Captions are used for videos and other media |  | |
| ***ATTITUDES*** | | | | | |
| 48 | B |  | Accessibility/ accommodations and who to contact for questions are described in website, Find-A-Church site, and signage |  | |
| 49 | B |  | Pastor(s), ushers & greeters, and leaders are trained in disability awareness and etiquette, e.g. using on-line resources |  | |
| 50 | S |  | Signs, websites, or bulletin boards offer evidence that people with visible and hidden disabilities are welcome and included in the life of the congregation, e.g. through support group brochures, photos |  | |
| 51 | B |  | Disruptions are accepted and incorporated into worship |  | |
| 52 | B |  | Qualified service animals (e.g. guide dogs) are welcome within the church building(s) including the sanctuary and fellowship hall |  | |
| 53 | B |  | Congregation works to use inclusive, person-first language in worship, e.g. people are invited to “rise in body or in spirit” |  | |
| 54 | S |  | Classes and programs are adapted as needed to facilitate active participation of children and adults with disabilities |  | |
| 55 | B |  | Disability Awareness Sunday ¶265.4 observed during past 1-2 years |  | |
| 56 | S |  | Gifts of persons with disabilities are identified and used in service, worship, and leadership roles, and to help to improve access |  | |
| 57 | B |  | Needs of people on special diets are considered when food is offered, including gluten-free & alcohol-free communion elements |  | |
| 58 | G |  | Transportation and valet parking or parking lot assistance is offered |  | |
| 59 | S |  | “Buddy” system offered for individuals needing 1:1 assistance |  | |
| ***GOALS FOR ACCESSIBILITY IMPROVEMENT FOR THE UPCOMING YEAR*** | | | | | **Target Date** |
| **1.** | | | | |  |
| **2** | | | | |  |
| **3.** | | | | |  |
| **4.** | | | | |  |
| **YES \_\_\_\_\_ NO \_\_\_\_\_\_ Request consultation from Conference Disability Concerns Committee** | | | | | |
| **Comments** (\* continue on additional pages if needed): | | | | | |
| **Signature of Pastor:** | | | | | **Date** |
| **Signature of Trustees Chairperson:** | | | | | **Date** |
| **Signature of District Superintendent:** | | | | | **Date** |

**Date Form Completed\_\_\_\_\_\_\_\_\_\_\_ Charge Conference Date\_\_\_\_\_\_\_\_\_\_\_\_**

**PLEASE PRINT NAMES AND PROVIDE PHONE NUMBER OR E-MAIL ADDRESS:**

Form completed by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact information\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person for church\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact information\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE NOTE:**

* **This form is for use on existing buildings only; refer to current ADA & state regulations for construction or major remodeling projects:** <https://www.ada.gov/regs2010/2010ADAStandards/2010ADAstandards.htm>.
* **The survey should be completed by a team including a member of the trustees, and people with construction, architecture and rehabilitation backgrounds. Include persons with disabilities and family members, especially someone who uses a wheelchair and someone with low vision, in the process.**
* **Interview individuals with disabilities and family members of children and adults with disabilities to learn how welcoming your congregation is and to help set priorities.**
* **This is not an all-inclusive listing of ADA guidelines or appropriate accommodations, but rather represents basic first steps that a church may take to begin to implement accessibility measures.**
* **Resources are available through your conference Disability Concerns Committee (¶653) and through the DisAbility Ministry Committee of the UMC at** <https://www.umdisabilityministries.org/access/audit.html>  **to help you plan and carry out improvements.**

**\*Criteria for church accessibility badge levels**:

**B = Bronze (Basic accessibility and accommodations)** – the church offers basic amenities needed for a person using a wheelchair or mobility device to participate at all, e.g. a place to park, a way to get into the building, a bathroom that is usable, etc. Most items at this level are low cost and can be easily provided, e.g. greeter training, though they do show a basic level of intentionality.

(*Verified by self-report, using this Annual Accessibility Audit for United Methodist Churches*.)

**S = Silver** **(Some accessibility and accommodations)** – the building has many accessible features, and the church offers accommodations for persons with a variety of disabilities including hearing loss and vision. Intermediate items may cost a bit more and take more effort to put in place. While some areas are not fully accessible it is clear that the congregation is working towards accessibility.

(*Verified by self-report, using this Annual Accessibility Audit for United Methodist Churches*.)

**G=Gold** **(Good accessibility and accommodations)** – the congregation has gone beyond ADA and strives to provide an accessible space and appropriate accommodations. The church welcomes individuals with varying disabilities and their families, through specialized or integrated ministries. Continued improvement is planned based on needs of members and the community. This church would be a good choice to host district and conference events per ¶716.2 of the *Book of Discipline*, and might be able to mentor other congregations.

(*Verified by this Annual Accessibility Audit for United Methodist Churches and an interview or site visit.a*)

**Scoring**

|  |  |  |  |
| --- | --- | --- | --- |
| **Instructions:**   1. Based on your findings, circle the letter in the **Yes** column or mark the **No** column for each survey item. If only part of a multi-question item is met, mark that item as **No**. 2. Add the number of **Yes** responses in each badge category (Bronze, Silver, Gold). 3. Compute the percentage of **Yes** responses in that badge category 4. In order to receive a badge at the designated level, the church needs to score at least 90% at that level and any lower levels.   **Examples:**   * Church A scores 30/33 in the Bronze category (91%) and 17/18 in the Silver category (94%) but only 2/8 in the Gold category. This church qualifies for the Silver badge * Church B scores 23/33 in the Bronze category. The score is 69%, not enough to yield a Bronze badge. No further scoring is needed until this score is raised to at least 90%. | | | |
|  | **Bronze/ Basic** | **Silver/ Some** | **Gold/ Good** |
| 1. & 2. # of Yes’s | \_\_\_\_\_\_/33 | \_\_\_\_\_\_/18 | \_\_\_\_\_/8 |
| 3. percentage | % | % | % |
| 4. 90% or greater = badge | Yes No | Yes No | Yes\* No |

a Contact your conference Disability Concerns committee or [UMDisability@gmail.com](mailto:UMDisability@gmail.com) for further instructions.