

ANNUAL ACCESSIBILITY AUDIT FOR UNITED METHODIST CHURCHES (¶12533.6), Scored Version



Church \_\_\_\_\_ District \_\_\_\_\_

	Y	N	Description / Guidelines (see page 4 for scoring instructions)	Explain "NO" Answers
<b>GETTING INTO THE CHURCH</b>				
1- B			Clearly visible signs mark <u>or</u> direct people to accessible entrances	
2- B			1+ marked ADA parking spaces are on level ground near entrance	
3- G			Wheelchair users don't have to go behind parked cars, 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 parking spaces are 8' wide with adjacent 5' access aisle	
6- S			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, and at least 36" wide (width: _____)	
9- B			Entrance is level <u>or</u> 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, <u>or</u> entrance is level	
11- S			34-38" handrails are on both sides of exterior ramp/ stairs, lower ramp railing is no higher than 4" above deck, <u>or</u> entrance is level	
12- B			There is a 60"x 60" level platform at entry door (size: _____) with space (~ 18") on pull side of door <u>or</u> automatic door opener used	
13- G			Automatic door opener available, <u>or</u> attended doorbell for assist	
14- B			Entrance door is 36" wide; threshold no more than beveled ½" high	
<b>GETTING AROUND THE CHURCH</b>				
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			Objects that protrude more than 4" from the wall have a lower edge no higher than 27" above the floor, or a barrier such as a planter or guard rail, to allow detection with a cane	
18- B			Multi-level buildings provide access to all common/ most program areas via elevator, lift and/ or ramp(s), <u>or</u> 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 to ADA bathrooms/ common areas are easy to grasp, operate with one hand (e.g. lever style) using less than 6 lbs. force	
21- S			Carpet pile is even, no more than ½" thick, with 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 marked ADA unisex/ family restroom ( <u>or</u> one stall in male & female restrooms) is accessible from each 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			27" sink clearance from floor (h: _____), w/ 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: _____) <u>or</u> placed on counter for access	
26- B			Bottom edge of at least one mirror is 40" or lower (h: _____)	

	Y	N	Description / Guidelines <i>(see page 4 for scoring instructions)</i>	Explain "NO" Answers
27- B			Drinking fountain is no higher than 36" with easy hand controls and wheelchair clearance, <u>or</u> paper cups are provided	
28- B			Interior stairs/ ramps have handrails on both sides, <u>or</u> all one level	
29- S			Top/bottom step edges & ramp level changes marked, <u>or</u> one level	
<b>SANCTUARY, CLASSROOMS, AND FELLOWSHIP AREA</b>				
30- B			At least 1-2 level pew cuts/spaces for wheelchair users are available	
31- S			Wheelchair spaces are 33"x48" forward or 33"x60" side approach (size: _____), distributed throughout the room for choice in seating, with view of pulpit/ screen when others stand	
32- G			Chancel area and choir loft are accessible, e.g. with ramp or lift	
33- S			Handrail(s) provided for steps to the chancel, <u>or</u> chancel is level	
34- B			At least one aisle in each space is 36" wide or more (w: _____)	
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 27" clearance on the underside, and a maximum height of 34"	
37- B			1-2 sturdy chairs have armrests, seats ~18" from floor, & no wheels	
<b>COMMUNICATIONS AND ENVIRONMENT</b>				
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- S			Projected words (e.g. song lyrics) use large font and good contrast	
41- B			Large print bulletin, song lyrics, & scriptures provided <i>on request</i>	
42- S			Braille <u>or</u> electronic documents provided <i>upon advanced request</i>	
43- B			Microphone used by all speakers or comments are repeated at mic.	
44- S			Assisted listening system (FM and/or loop) & receivers are available	
45- G			ASL sign language interpreter is provided <i>upon advanced request</i>	
46- S			Print/ e-mailed copies of sermon provided <i>upon advanced request</i>	
47- G			Captions are provided / turned on for videos and other media	
<b>ATTITUDES</b>				
48- B			Accessibility measures and who to contact for questions described in bulletin, website, maps, Find-A-Church site, <u>and/or</u> signage	
49- B			Pastor(s), ushers, greeters, and leaders have learned and practice appropriate disability etiquette and hospitality	
50- S			Signs, websites, <u>and/or</u> 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 info., 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 <i>as needed</i> 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- S			Transportation offered plus valet parking <u>or</u> parking lot assistance	
59- S			"Buddy" system offered for individuals needing 1:1 support	

<b>GOALS FOR ACCESSIBILITY IMPROVEMENT FOR THE UPCOMING YEAR</b>		<b>Target Date</b>
1.		
2.		
3.		
4.		
<b>YES _____ NO _____ Request consultation from Conference Disability Concerns Committee</b>		
<b>Comments</b> (continue on additional pages if needed):		
<b>Signature of Pastor:</b>		<b>Date</b>
<b>Signature of Trustees Chairperson:</b>		<b>Date</b>
<b>Signature of District Superintendent:</b>		<b>Date</b>

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/2010ADASTandards\\_index.htm](https://www.ada.gov/2010ADASTandards_index.htm).
- The survey should be completed by a team including a member of the trustees, and people with construction, architecture and/or rehabilitation backgrounds. Include persons with disabilities and family members, especially someone who uses a wheelchair and someone with low vision..
- 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://umcdmc.org/resources/accessibility-and-united-methodist-churches/> (check subheadings, too) to help you plan and carry out improvements.

**Scoring Instructions:**

1. Based on your findings, circle or highlight the letter in the **Yes** column or mark the **No** column for each audit item. Focus on your main accessible entrance and Sunday morning activities, especially worship. If the intent of the item is met in a different way, e.g., greeters are posted on Sundays to open doors and provide directions (#13 and 15), mark it **Yes**. If you will fix the issue very soon, mark **Yes**. If an item occurs at least 85% of the time, e.g., microphone use in worship and meetings, score it **Yes**. If only part of a multi-question item is met, mark that item as **No** unless alternatives are given, as designated by “or.” If a system is in place to provide services, e.g. “buddy” companions or e-mailed bulletin for Braille users, mark **Yes** even if no one is using it. See *Guidance for Completing the Accessibility Audit* at <https://umcdmc.org> for further clarification.
2. Add the number of **Yes** responses in each badge category (**Copper**, **Bronze**, **Silver**, and **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 85% at that level and any lower levels, i.e., the church cannot receive **Silver** if the **Bronze** level is not met.

	<b>Copper</b>	<b>Bronze</b>	<b>Silver</b>	<b>Gold</b>
1. & 2. # of Yes's	___/59	___/32	___/20	___/7 + ___ <sup>s</sup> = ___
3. Percentage	%	%	%	%
4. Score earns badge? Criteria:	<b>Yes</b> No 50% of all items	<b>Yes</b> No 85% of <b>B</b> items	<b>Yes</b> No 85% of <b>S</b> & <b>B</b> items	<b>Yes*</b> No 85% of <b>G</b> , <b>S</b> , & <b>B</b> items

**Honorable Mention – Copper (Partial accommodations)** – The church has completed the Annual Audit and set at least two specific goals for the coming year. While not physically accessible, the church strives to be disability-inclusive, make the changes they can, and make their ministries accessible in alternative ways. *(Verified by self-report and Annual Accessibility Audit for United Methodist Churches score.)*

**B = Bronze (Basic accessibility and accommodations)** – The church is welcoming and offers basic amenities needed for a person with a disability to participate, e.g., a place to park, a way to get into the building and sanctuary, a bathroom that is usable, etc. Most items at this level are low cost and can be easily provided. *(Verified by self-report and Annual Accessibility Audit for United Methodist Churches score.)*

**S = Silver (Satisfactory accessibility and accommodations)** – The church has many accessible features and offers accommodations for persons with a variety of disabilities including hearing loss and limited vision. While some areas are not yet fully accessible and inclusive, the congregation is working towards accessibility. *(Verified by self-report and Annual Accessibility Audit for United Methodist Churches score.)*

**G = Gold (Great accessibility and accommodations)** – The congregation exceeds ADA and strives to provide accessible space and accommodations. The church welcomes individuals with disabilities through intentional measures and ongoing need-based improvements. This church could host conference events per ¶1716.2 of the *Book of Discipline*. *(\*Verified by review of this Annual Accessibility Audit for United Methodist Churches and a virtual or in-person site visit. Additional measures you have taken may count as bonus<sup>s</sup> Gold points to reach 85% or more. Contact your conference Disability Concerns Committee or check the link below for further instructions.)*

For all levels, check <https://umcdmc.org/resources/accessibility-and-united-methodist-churches/accessibility-audit/> for instructions on how to access your badge.