

ANNUAL ACCESSIBILITY AUDIT FOR UNITED METHODIST CHURCHES ([¶2533.6](#))

Church _____ District _____

	Y	N	Guidelines (see key on p. 4 for scoring instructions & B, S, G info.)	Explain "NO" Answers
GETTING INTO THE CHURCH				
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 entrance is level</u>	
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 entrance is level</u>	
12- B			There is a 60"x 60" level platform at entry door (size: _____) with space (~ 18") on pull side of door <u>or automatic door opener used</u>	
13- G			Automatic door opener available, <u>or attended doorbell for assist</u>	
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			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 building is on one level</u>	
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 one stall in male & female restrooms</u>) 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 placed on counter for access</u>	
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 all one level</u>	
29- S			Top/bottom step edges & ramp level changes marked, <u>or one level</u>	
SANCTUARY, CLASSROOMS, AND FELLOWSHIP AREA				
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 chancel is level</u>	
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	
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- 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	
ATTITUDES				
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	

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 info _____

Contact person for church _____ Contact info _____

PLEASE NOTE:

- This form is for use on existing buildings only; refer to current [ADA standards](#) and state regulations for construction or major remodeling projects.
- 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 persons 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](#) (¶1653) and through the Disability Ministry Committee of the UMC at umcdmc.org 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](https://umcdmc.org) at 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.

	Copper	Bronze	Silver	Gold
1. & 2. # of Yes's	___/59	___/32	___/20	___/7 + ^s = ___
3. Percentage	%	%	%	%
4. Score earns badge? Criteria:	Yes No 50% of <i>all</i> items	Yes No 85% of B items	Yes No 85% of B & S items	Yes* No 85% B, S & G 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, using this Annual Accessibility Audit for United Methodist Churches.)*

B = Bronze (Basic accessibility and accommodations) – The church is welcoming and offers basic amenities needed for a disabled person 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 easily provided. *(Verified by self-report, using this Annual Accessibility Audit for United Methodist Churches.)*

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

G = Gold (Great accessibility and accommodations) – The congregation exceeds ADA and strives to provide accessible space and accommodations. The church welcomes persons with disabilities through intentional measures and ongoing need-based improvements. This church could host conference events per ¶716.2 of the *Book of Discipline*. *(*Verified by this Annual Accessibility Audit for United Methodist Churches and a virtual or in-person site visit. ^sAdditional measures you have taken may count as bonus Gold points to reach 85% or more. You must apply for this level. Contact your conference Disability Concerns Committee or check the link below for further instructions.)*

For all levels, check with your [annual conference Disability Concerns committee](#) or see the [DMC website Accessibility Resources](#) for instructions on how to access your badge.