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

**Church** Click or tap here to enter text.

**District** Click or tap here to enter text.

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|  | **YES** | **NO** | **Description / Guidelines  *(see page 6 for scoring instructions)*** | **Explain “NO” Answers** |
| ***GETTING INTO THE CHURCH*** | | | | |
| 1 | **B** |  | Clearly visible signs mark ***or*** direct people to accessible entrances | Click or tap here to enter text. |
| 2 | **B** |  | 1+ marked ADA parking spaces are on level ground near entrance | Click or tap here to enter text. |
| 3 | **G** |  | Wheelchair users don’t have to go behind parked cars, cross traffic | Click or tap here to enter text. |
| 4 | **S** |  | At least 1 per 25 spaces is clearly marked with access symbol on vertical signs and on pavement (# of accessible spaces:     ) | Click or tap here to enter text. |
| 5 | **B** |  | Accessible parking spaces are 8’ wide with adjacent 5’ access aisle | Click or tap here to enter text. |
| 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) | Click or tap here to enter text. |
| 7 | **B** |  | 36” wide curb cuts (curb ramps) are provided close to parking | Click or tap here to enter text. |
| 8 | **B** |  | Route (sidewalk) from accessible parking to accessible building entrance is smooth, flat, and at least 36” wide (width:     ) | Click or tap here to enter text. |
| 9 | **B** |  | *Entrance is level* ***or*** has exterior ramp with non-slip surface and minimum width of 36” between handrails (width:     ) | Click or tap here to enter text. |
| 10 | **S** |  | Ramp has max. incline of 1:12 (length:      rise:      ratio:     ) with no more than 30’ between level landings, ***or*** *entrance is level* | Click or tap here to enter text. |
| 11 | **S** |  | 34-38” handrails are on both sides of exterior ramp/ stairs, lower ramp railing is no higher than 4” above deck, ***or*** *entrance is level* | Click or tap here to enter text. |
| 12 | **B** |  | There is a 60”x 60” level platform at entry door (size:     ) with space (~ 18”) on pull side of door ***or*** *automatic door opener used* | Click or tap here to enter text. |
| 13 | **G** |  | Automatic door opener available, ***or*** *attended doorbell for assist* | Click or tap here to enter text. |
| 14 | **B** |  | Entrance door is 36” wide; threshold no more than beveled ½” high | Click or tap here to enter text. |
| ***GETTING AROUND THE CHURCH*** | | | | |
| 15 | **B** |  | Signs in entrances/ halls direct visitors and help them locate rooms | Click or tap here to enter text. |
| 16 | **B** |  | Corridors are at least 36” wide and have non-glare floor surface | Click or tap here to enter text. |
| 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 ***or*** *object such as a planter serves as a barrier* | Click or tap here to enter text. |
| 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* | Click or tap here to enter text. |
| 19 | **B** |  | Interior doorways have a minimum of 32” clearance and thresholds are level or are no more than ½” high and beveled | Click or tap here to enter text. |
| 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 | Click or tap here to enter text. |
| 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 | Click or tap here to enter text. |
| 22 | **G** |  | Fire alarm controls and extinguishers are no more than 48” (h:     ) from floor; visual and auditory fire alarms are in place | Click or tap here to enter text. |
| 23 | **B** |  | At least one marked ADA unisex/ family restroom (***or*** *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:     ) | Click or tap here to enter text. |
| 24 | **S** |  | 27” sink clearance from floor (h:     ), w/ easy to operate controls (lever style, automatic, etc.), hot water & drain pipes are covered | Click or tap here to enter text. |
| 25 | **B** |  | Soap dispenser and paper towels are mounted no higher than 48” (h:     ) ***or*** *placed on counter for access* | Click or tap here to enter text. |
| 26 | **B** |  | Bottom edge of at least one mirror is 40” or lower (h:     ) | Click or tap here to enter text. |
| 27 | **B** |  | Drinking fountain is no higher than 36” with easy hand controls and wheelchair clearance, ***or*** *paper cups are provided* | Click or tap here to enter text. |
| 28 | **B** |  | Interior stairs/ ramps have handrails on both sides, ***or*** *all one level* | Click or tap here to enter text. |
| 29 | **S** |  | Top/bottom step edges & ramp level changes marked, ***or*** *one level* | Click or tap here to enter text. |

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| ***SANCTUARY, CLASSROOMS, AND FELLOWSHIP AREA*** | | | | | |
| 30 | **B** |  | At least 1-2 level pew cuts/spaces for wheelchair users are available | Click or tap here to enter text. | |
| 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 | Click or tap here to enter text. | |
| 32 | **G** |  | Chancel area and choir loft are accessible, e.g. with ramp or lift | Click or tap here to enter text. | |
| 33 | **S** |  | Handrail(s) provided for steps to the chancel, ***or*** *chancel is level* | Click or tap here to enter text. | |
| 34 | **B** |  | At least one aisle in each space is 36” wide or more (w:     ) | Click or tap here to enter text. | |
| 35 | **B** |  | Fellowship - e.g. potlucks, coffee hour- is offered in accessible space | Click or tap here to enter text. | |
| 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” | Click or tap here to enter text. | |
| 37 | **B** |  | 1-2 sturdy chairs have armrests, seats ~18” from floor, & no wheels | Click or tap here to enter text. | |
| ***COMMUNICATIONS AND ENVIRONMENT*** | | | | | |
| 38 | **S** |  | Members are sensitized about need to minimize use of fragrances | Click or tap here to enter text. | |
| 39 | **G** |  | Soaps, cleaning products and other chemicals are fragrance free; candles are unscented and non-petroleum-based | Click or tap here to enter text. | |
| 40 | **S** |  | Projected words (e.g. song lyrics) use large font and good contrast | Click or tap here to enter text. | |
| 41 | **B** |  | Large print bulletin, song lyrics, & scriptures provided *on request* | Click or tap here to enter text. | |
| 42 | **S** |  | Braille ***or*** electronic documents provided *upon advanced request* | Click or tap here to enter text. | |
| 43 | **B** |  | Microphone used by all speakers or comments are repeated at mic. | Click or tap here to enter text. | |
| 44 | **S** |  | Assisted listening system (FM and/or loop) & receivers are available | Click or tap here to enter text. | |
| 45 | **G** |  | ASL sign language interpreter is provided *upon advanced request* | Click or tap here to enter text. | |
| 46 | **S** |  | Print/ e-mailed copies of sermon provided *upon advanced request* | Click or tap here to enter text. | |
| 47 | **G** |  | Captions are provided / turned on for videos and other media | Click or tap here to enter text. | |
| ***ATTITUDES*** | | | | | |
| 48 | **B** |  | Accessibility measures and who to contact for questions described in bulletin, website, maps, Find-A-Church site, ***and/or*** signage | Click or tap here to enter text. | |
| 49 | **B** |  | Pastor(s), ushers, greeters, and leaders have learned and practice appropriate disability etiquette and hospitality | Click or tap here to enter text. | |
| 50 | **S** |  | Signs, websites, ***and/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 info., photos | Click or tap here to enter text. | |
| 51 | **B** |  | Disruptions are accepted and incorporated into worship | Click or tap here to enter text. | |
| 52 | **B** |  | Qualified service animals (e.g. guide dogs) are welcome within the church building(s) including the sanctuary and fellowship hall | Click or tap here to enter text. | |
| 53 | **B** |  | Congregation works to use inclusive, person-first language in worship, e.g. people are invited to “rise in body or in spirit” | Click or tap here to enter text. | |
| 54 | **S** |  | Classes and programs are adapted *as needed* to facilitate active participation of children and adults with disabilities | Click or tap here to enter text. | |
| 55 | **B** |  | Disability Awareness Sunday ¶265.4 observed during past 1-2 years | Click or tap here to enter text. | |
| 56 | **S** |  | Gifts of persons with disabilities are identified and used in service, worship, and leadership roles, and to help to improve access | Click or tap here to enter text. | |
| 57 | **B** |  | Needs of people on special diets are considered when food is offered, including gluten-free & alcohol-free communion elements | Click or tap here to enter text. | |
| 58 | **S** |  | Transportation offered plus valet parking ***or*** parking lot assistance | Click or tap here to enter text. | |
| 59 | **S** |  | “Buddy” system offered for individuals needing 1:1 support | Click or tap here to enter text. | |
| ***GOALS FOR ACCESSIBILITY IMPROVEMENT FOR THE UPCOMING YEAR*** | | | | | **Target Date** |
| 1. Click or tap here to enter text. | | | | | Click or tap here to enter text. |
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| **YES  NO  Request consultation from Conference Disability Concerns Committee** | | | | | |
| **Comments**  (continue on additional pages if needed):  Click or tap here to enter text. | | | | | |
| **Signature of Pastor:** | | | | | **Date** Click or tap here to enter text. |
| **Signature of Trustees Chairperson:** | | | | | **Date** Click or tap here to enter text. |
| **Signature of District Superintendent:** | | | | | **Date** Click or tap here to enter text. |

**Date Form Completed** Click or tap here to enter text. **Charge Conference Date** Click or tap here to enter text.

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

Form completed by: Click or tap here to enter text.

Contact information: Click or tap here to enter text.

Contact person for church: Click or tap here to enter text.  
Contact information: Click or tap here to enter text.

**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/or 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://umcdmc.org/resources/accessibility-and-united-methodist-churches/> (check subheadings, too) to help you plan and carry out improvements.

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| **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 on Sunday morning activities, especially worship. If the intent of the item is adequately met in a different way, e.g. greeters are posted throughout the morning on Sundays to open doors and provide directions (#13 and 15), mark it **Yes**. If you can and will fix the issue within a week or so, mark **Yes**. If an item occurs at least 85% of the time, e.g. microphone use in worship and large 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 order of worship 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 (**B**ronze, **S**ilver, and **G**old). 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 **S**ilver if the **B**ronze level is not met.   **Examples:**   * Church A scores 29/32 in the **B**ronze category (90%), 14/20 in the **S**ilver category (70%) and 2/7 in the **G**old category (28%). This church qualifies for the **B**ronze badge * Church B scores 31/32 in the **B**ronze category (96%), 18/20 in the **S**ilver category (90%) and 4/7 in the **G**old category. This church may apply for a review to see if it qualifies for the **G**old badge.\* | | | |
|  | **Bronze (**Basic) | **Silver** (Satisfactory) | **Gold** (Great) |
| 1. & 2. # of Yes’s | /32 | /20 | /7  +       = |
| 3. percentage | % | % | % |
| 4. 85% or greater = badge | Yes No | Yes No | Yes\* No |

**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, e.g. ushers and greeters trained in disability etiquette, website information on access.

(*Verified by self-report, using this Annual Accessibility Audit for United Methodist Churches. Check* [*https://umcdmc.org*](https://umcdmc.org) *for instructions on how to access your badge.)*

**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. Silver level items may cost a bit more and take more effort to put in place. While some areas are not yet fully accessible and inclusive, it is clear that the congregation is working towards accessibility.

(*Verified by self-report, using this Annual Accessibility Audit for United Methodist Churches*. *Check* [*https://umcdmc.org*](https://umcdmc.org) *for instructions on how to access your badge.*)

**G = Gold** **(Great 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 intentional measures and ministries. Continued improvement is planned based on needs of members and the community. This church would be a good choice to host conference events per ¶716.2 of the *Book of Discipline*, and might mentor other churches.

(\**Verified by this Annual Accessibility Audit for United Methodist Churches and an interview or site visit. If your score reaches the* ***G****old level, contact your conference Disability Concerns Committee or check* [*https://umcdmc.org*](https://umcdmc.org) *for further instructions. The audit will be reviewed in more depth to reach the* ***G****old level. Additional measures you have taken may count as bonus* ***G****old points to reach 85% or more.)*