



Congregational Assessment Survey Form

Welcome to the **Anabaptist Disabilities Network (ADN)** Congregational Assessment Survey! This written checklist will help you assess your congregation's level of accessibility to people with disabilities, affirm what you are already doing, and provide suggestions for improvement. Use this form to walk through your property and take notes to input the information on our online Congregational Assessment Survey. (Note: You will need a tape measure.)

The online **Congregational Assessment Survey** is at <https://bit.ly/ADNsurvey>. It keeps track of your input, and you can return to update it at any time. ADN will use your results from the Congregational Assessment Survey to generate an **ADN Accessibility Seal** for use on your congregational website or on printed materials. This will be sent by email in both .jpg and .pdf formats. The **ADN Accessibility Seal** acknowledges and awards an emblem for congregations that meet certain criteria in any of the following accessibility categories:



Mobility: Congregations meet the criteria outlined for Parking, Entrance, Interior, Restrooms, and Worship Area.



Hearing: Assistive Listening Devices (ALD) and other aids are provided for persons who are hard of hearing.



Sign Language: Adequate sign language interpretation is provided.



Vision: Aids are provided for persons who have difficulty seeing. These aids can be in the form of large print, digital materials for personal devices and/or projection.



Support: The congregation supports inclusion of persons with disabilities and mental illness through awareness-raising events, educational materials and activities, support groups, and provision for individual differences in gifts, behavior, and learning style.

Mobility



Mobility accessibility refers to the use of the congregational building and grounds. This means the congregation provides accessible parking leading to an accessible entrance, which, in turn, leads to an accessible worship area and at least one accessible restroom. Accessibility for wheelchair users has become the criteria of measurement for many areas of mobility accessibility. Also included in this section are questions related to hand mobility, particularly in the use of door handles and water faucets. Congregations that earn the Mobility emblem meet the criteria outlined for Parking, Building Entrance, Interior, Restrooms, and Worship Area. Congregations are highly encouraged to meet the criteria for Classrooms and Social/Gathering Area as well.

Parking

Accessible parking spaces are provided. All accessible parking spaces have common features. Note the slight differences between **Van Accessible** spaces and **Car Accessible** spaces.

All Accessible parking spaces meet all these criteria:

- o Each parking space has a level, stable surface.
- o Parking spaces are marked with an upright sign with the universal accessibility symbol clearly visible even when a vehicle is parked in the space.
- o Accessible parking spaces are at least 8 feet wide.
- o A path at least 36 inches wide leads from the parking space aisle to an accessible entrance. Path is level or at a grade of no more than 1:12 (for 1 in. of rise, 12 in. of length).

Van Accessible parking spaces meet these additional criteria:

- o A smooth level aisle 8 feet wide is marked beside each parking space for wheelchair accessibility. (Two spaces may share an aisle.)
- o A sign reading "Van Accessible" is alongside the universal accessibility sign.

Car Accessible parking spaces meet this additional criterion:

- o A smooth level aisle 5 feet wide is marked beside each parking space for wheelchair accessibility. (Two spaces may share an aisle.)

The number of accessible parking spaces needed is based on **the total number of spaces.**

Total Spaces..... Van Spaces..... Car Spaces

- 25 or less 10
- 26-50 11
- 51-75 12
- 76-100 13
- 101-150 14
- 151-200 15
- 201-300 16
- 301-400 17
- 401-500 27
- Over 500: 2% accessible with 1/8 of those van spaces rounded up to the next whole number and the rest car spaces.

Building Entrance

Accessibility can be via Ground Level, Ramp, or Elevator/Lift.

Ground Level accessible entrances meet the following criteria:

- A covered drop off area with 114" vertical clearance for vehicles to drop off passengers. (Recommended)
- Entrance to the building is accessible to people who use wheelchairs, scooters, and walkers, as well as those who have difficulty using stairs.
- Accessible from accessible parking spaces via a smooth path at least 36 inches wide at a grade of no more than 1:12 (for 1 in. of rise, 12 in. of length).
- There is clear signage indicating the accessible entrance. (If a main public entrance is not accessible, there should be a clear sign pointing to the accessible entrance.)
- There is at least a 5-foot level platform at the entry door.
- The doorway entrance into the building is at least 36 inches wide.
- Doorway has a level threshold of no more than 1/2 inch.

Ramps meet the criteria for **Ground Level**, as well as the following:

- Ramp maximum incline of 1:12 (for 1" of rise, 12" of length), preferably 1:20.
- Ramp minimum width is 36 inches.
- Handrails are provided on at least one side for shorter ramps (except curb ramps) and on both sides for rises of more than 6 inches.
- After each 30 feet of ramp (measured horizontally) at a slope of 1:12 to 1:16 (or 40 feet for a slope of 1:16 to 1:20), there is a level landing.

Elevator/lift meet all the **Ground Level** criteria, as well as the following:

- Elevator/lift is certified by the company for intended use.
- Elevator/lift is easily useable by standing or wheelchair user.
- Elevator/lift is large enough to accommodate a wheelchair along with a standing attendant.
- Elevator/lift can bear the weight of a power wheelchair with person in it.

Doors

Automatic doors are recommended wherever possible since they provide the greatest amount of independence to the most people. **Manual doors** can also be made more accessible.

Automatic doors should meet the following criteria:

- Marked with the universal wheelchair access symbol
- In good operating condition and turned on whenever church building is unlocked.
- Plainly visible push buttons at comfortable height for person in a wheelchair.
- Buttons at sufficient distance from any door that opens toward the user.
- Doors open at moderate speed and give sufficient time for user to pass through.

Manual doors should meet the following criteria:

- Able to be opened by a wheelchair user without forcing the wheelchair off the surrounding level surface.
- Have a handle that is easy to grasp with one hand, without the need for tight grasping, pinching, or twisting wrist.
- Light and easy to open (less than 5 lbs. pressure) by a wheelchair user.
- An usher or greeter is stationed at the door to help persons with mobility challenges. (Highly Recommended)

Interior

Hallways and other interior sections of the building are accessible to people who use wheelchairs, scooters, and walkers, as well as others who have difficulty walking.

- **Hallways** are level or have an incline of no more than 1:12
 - have a barrier-free width of at least 48 inches (60 inches preferable) to allow one wheelchair and one person walking to pass each other.
- **Coat Racks.** At least one section of coat racks is low enough to be accessible by persons in wheelchairs and small children.
- **Stairs.** All stairs have at least one handrail mounted 34-38 inches above the step.
- **Carpets and rugs** are securely attached with a firm backing and have a pile level no more than 1/2-inch thick.

- **Door handles.** (Required for doors on restrooms, worship area, and classrooms labeled accessible and highly recommended for others.)
 - Doors can be opened and closed with minimum effort
 - Doors have handles that do not require tight grasping, pinching, or twisting wrist (generally lever handles).

Restrooms

At least one restroom is available for both men and women that is accessible to users of wheelchairs and others with mobility issues. Restrooms may be of two types:

- **Family/companion restroom.** At least one is highly recommended. This makes it possible for a spouse or attendant of a different gender to assist the person with the disability.
- **Restroom stall** within the standard facilities for each gender.

Family/companion restrooms meet the following criteria.

- Signs clearly marking them as accessible.
- Entrance doors with lever door handles that do not require tight grasping, pinching, or twisting wrist to operate.
- Entrance doors at least 32-inches wide.
- Entrance doors that either swing into the hallway, or, if swinging into the room, allow sufficient room beyond the radius of the door to turn a wheelchair. (See next point.)
- Restrooms are at least 60 inches wide (beyond the radius of the door; see previous point) and 59 inches deep.
- Wall-mounted grab bars are 33-36 inches high next to and at the back of the commode.
- The toilet seat is 17-19 inches high.
- The sink counter is no more than 34 inches high
 - has a knee clearance of at least 27 inches high, 30 inches wide and 19 inches deep
 - hot and cold handles that do not require tight grasping, pinching, or twisting wrist to operate.
- Paper towels or hand dryers are mounted at a height that is accessible to wheelchair users.

Accessible Stalls within standard restroom for each gender meets the following criteria. **Note:** Accessible stalls in standard restrooms are recommended even if an accessible family/companion restroom is also provided. In situations where accessible

stalls are the only accessible options, entrance doors to the restrooms must be wheelchair accessible (highly recommended in any case).

- Entrance doors into the restrooms are at least 32 inches wide.
- Entrance doors are operable by a person in a wheelchair and any door handles provided do not require tight grasping, pinching, or twisting wrist to operate.
- Entrance doors either swing into the hallway, or, if swinging into the room, allow sufficient room beyond the radius of the door to turn a wheelchair. (See next point.)
- The restrooms have at least a 5 foot wide turning radius (beyond the radius of the door; see previous point).
- At least one sink is provided with a counter no more than 34 inches high
 - a knee clearance of at least 27 inches high, 30 inches wide and 19 inches deep
 - hot and cold handles that do not require tight grasping, pinching, or twisting wrist to operate.
- Paper towels or hand dryers are mounted at a height that is accessible to wheelchair users.
- Accessible stalls are clearly marked with the universal accessible sign.
- Doors into the accessible stalls swing into the room, not into the stall.
- Accessible restroom stalls are at least 60 inches wide and 59 inches deep.
- Accessible stalls have secured, wall-mounted grab bars 33-36 inches high on the side and at the back of the commode.
- Accessible stalls have a toilet seat 17-19 inches high.

Worship Area

Entrance Accessibility can be via Floor Level, Ramp, or Elevator/Lift.

Floor Level accessible worship entrances meet the following criteria:

- An accessible building entrance and hallway leads to worship area
- At the building entrance, greeters, a clear view, and/or clear signage indicates the way to the accessible entrance to the worship area
- There is at least a 5-foot level platform at the entry door.
- Doorway into the worship area is at least 36 inches wide.
- Doorway has a level threshold of no more than ½ inch.
- Ushers are available at the worship entrance to help people find seating.

Ramps meet the criteria for Floor Level as well as the following:

- Minimum width is 36 inches.
- Handrails are provided on at least one side for shorter ramps and on both sides for rises of more than 6 inches.

- After each 30 feet of ramp (measured horizontally) at a slope of 1:12 to 1:16 (or 40 feet for a slope of 1:16 to 1:20), there is a level landing.
- There is 5' level platform at top and bottom of ramp and at any switchbacks.

Elevator/lift meet the criteria for Floor Level as well as the following:

- Elevator/lift is certified by the company for intended use.
- Elevator/lift can be easily used by standing or wheelchair user.
- Elevator/lift is large enough to accommodate a wheelchair along with a standing attendant.
- Elevator/lift can bear the weight of a power wheelchair with person in it.

Seating is provided so that a wheelchair user can sit beside family members. Below, indicate the number of spaces provided in each section of the worship area.

- Spaces accommodate one wheelchair with at least one seat by its side
- Spaces are clearly marked as accessible seating
- Ushers know where to find accessible seating
- Considerations are made for drafts, temperature, sound, lighting, and view

Front: _____

Rear: _____

Middle: _____

Leadership Area (chancel, platform) is accessible so that people with mobility issues can function in leadership roles.

- Stairs to the leadership area have at least one handrail mounted 34-38" above the step.
- A ramp or lift is provided for wheelchair accessibility (highly recommended) or provision is made for an alternative accessible speaking location for a person in the wheelchair to be seen and heard.
- A 27-inch table is provided as needed as an alternative to a short podium.

Classrooms

Classrooms are accessible to wheelchair users.

- An accessible path at least 36 inches wide leads from an accessible entrance to the classroom door.
- There is a 5-foot level platform at the classroom door.
- The doorway entrance into the classroom is 36 inches wide with a level threshold of no more than 1/2 inch.

Social/Gathering Area

The area where the congregation gathers for social activities is accessible to wheelchair users.

- o An accessible path at least 36 inches wide leads from an accessible entrance to the door of the social/gathering area.
- o There is a 5-foot level platform at the door of the social/gathering area.
- o The doorway entrance into the social/gathering area is 36 inches wide with a level threshold of no more than 1/2 inch.

Additional Recommendations

These are recommended for congregations but are not required to achieve the mobility emblem.

- o **Fire alarms**, both visual and auditory, are installed 48 inches from the floor.
- o **Evacuation plan** is in place for people who are wheelchair users, are blind, have an intellectual disability or mental illness, or who otherwise need help.
 - o The plan is clearly displayed; leaders are trained in this plan yearly.
- o **Special seating** is provided with seat 19 inches from floor, arm rests, foot stool, and extra wide leg room.
- o **Fragrance free section.** Seating is provided in a separate environment which is kept fragrance free for persons with chemical sensitivities.
- o **Bookstands or lapboards** are available for people unable to hold hymnals or scriptures.

Other mobility supports/notes:

Hearing and Language

In this category, it is important to distinguish between three descriptive terms.

- ❖ **Hard of hearing:** persons who have hearing loss but can still hear with a hearing aid or Assistive Listening Device. Some may also use sign language.
- ❖ **deaf** (with a small "d"): persons who have very little or no hearing and rely on the English language, an alternate sign language, speech reading (sometimes called "lip reading"), print, and/or other visual materials as their primary means of communication.
- ❖ **Deaf** (with a capital "D"): persons who use a distinct language, American Sign Language (ASL), and identify themselves with a cultural group (North American Deaf Culture). These individuals may have some hearing.

Hearing



Congregations that display this emblem will have a good sound system along with individual Assistive Listening Devices (ALD). A roving microphone or acceptable alternative is important, especially for congregations who have announcements, a time of sharing, prayer requests, etc. Several additional items are highly recommended.

- **Sound System:** A clear audible sound system, equipped with at least one microphone, is regularly used in the main worship area during the worship service.
- Assistive Listening Devices (ALD)
 - The sound system in the main worship area includes ALD headphones or receivers for people who are hard of hearing.
 - The sound system is equipped with an audio induction loop that feeds directly into an individual's hearing aid(s)
 - Ushers are educated on the location of ALD and how to assist people wishing to use them.
 - ALD are tested regularly for functioning and audio quality.
- **Roving microphone** or acceptable alternative is available for sharing time, prayer requests, etc. **Note:** One out of three is acceptable. Indicate which one you provide.
 - Roving microphone
 - **Alternative 1.** An accessible microphone is available at the front of the room.
 - **Alternative 2.** The worship leader summarizes each comment over their microphone so that all can understand.

Additional Recommendations

These are recommended for congregations but are not required to achieve the Hearing emblem.

- **Recorded services.** Sermons or complete worship services are made available on audio and/or video.
- **Sermon Transcripts.** Paper copies of sermon transcripts are available.
 - Ushers/greeters can direct people to these.
- Closed captioning is available.
 - During worship in person
 - During worship online
- **Background noise eliminated** as much as possible in worship area and gathering areas.

In addition, most persons who are hard of hearing or deaf can read, so the visual aids under **Vision Accessibility** are also recommended.

Sign Language



Congregations meet the criteria for displaying this symbol by providing a qualified interpreter to assist with communication between those who are Deaf and those who do not know sign language.

Sign language interpretation is provided. Please indicate the sign language used.

- **ASL.** Interpretation in American Sign Language is provided.
- Other sign language system.

Sign language interpretation is provided in the following contexts:

- **Worship.** Sign language interpretation is provided in at least one main weekly worship service.
- **Classrooms.** Sign language interpretation is provided in educational settings for persons who need it.
- **Social Functions.** Sign language interpretation is provided for social activities.

Other hearing and sign language supports/notes:

Vision



Vision accessibility means that aids are provided for persons who have difficulty seeing. These aids can be in the form of large print, digital materials for personal devices and/or projection. Basic standards for visual accessibility are met when there is adequate lighting in the worship area and at least two accommodations are made to provide large print materials, digital materials for personal devices, and/or visual projection of words. Additional recommendations are also made to both accommodate those with low vision or to use visual means to make possible other accessibility features.

Low Vision Accessibility

- **Adequate Lighting** is provided throughout the worship area. This includes the elimination of glare from windows and lights. **Note:** See the Visual Aids question below for an additional consideration.
- **Large Print** worship materials are provided, and ushers are educated on their location and use.
Note: Large Print should be at least 14-point type, but may need to be larger, depending on the font used as well as the individual person. ADN has a guide for accessible print resources.
 - Large Print **Bulletins**.
 - Large Print **Hymnals**.
 - Large Print **Song Sheets**. For non-hymnal music used by congregation.
- **Worship materials** like the worship order, readings, announcements, hymns, and other songs are:
 - Projected during worship.
 - Available digitally two days before use.

Auditory accommodations

- **Announcements**. Verbal announcements are given using a microphone.
- **New Hymn Introduction**. New hymns/songs are introduced prior to the worship or in such a way that people with low vision can participate more fully during the worship.

Accessibility for People who are Blind

- o **Greeters and Ushers** are available at building and worship area entrances and are trained to orient new persons who are blind to the environment and guide them as needed.
- o **Doorway lettering.** Raised letters and Braille signs are provided at doorways to rooms, including classrooms and restrooms.
- o **Braille material.** Bulletins, signs, and other written material are available in Braille.
- o **Digital materials.** Bulletins, signs, and other written material are available digitally, and can be used with a screen reader.

Recommended Visual Aids

- o **Exterior signs visible.** Signs are easily visible near the building entrance indicating location of accessible parking spaces and entrances.
- o **Interior signs visible.** Interior signs are easily visible noting the location of any available accommodations, i.e., accessible restrooms, elevators, Assistive Listening Devices, etc.
- o **Lighting for speakers.** Lighting for the area which speakers use is directed to the front of speakers, toward the face, not from behind the person. This is important for persons who are hard of hearing or who rely on speech reading.

Other visual supports/notes:

Support



Support means that the congregation supports inclusion of people with disabilities and mental illness through awareness-raising events, educational materials and activities, support groups, and provision for individual differences in gifts, behavior, and learning style. This emblem will be awarded by meeting the criteria in each of the following areas.

Awareness and Education Activities

At least one of these awareness-raising activities has been carried out within the past year.

- **Disabilities awareness.** Disabilities awareness is promoted by the observance of annual awareness events in the worship or education program of the congregation. Example: Disabilities Awareness Week (second week in March in the U.S.).
- **Mental health awareness.** Mental health awareness is promoted by the observance of annual awareness events in the worship or education program of the congregation. Examples: Mental Health Month (May), Mental Illness Awareness Week (first week in October in the U.S.)
- **Sermons.** At least one sermon relating to disabilities and/or mental health issues has been preached.
- **Educational events.** At least one workshop, seminar, or educational series has been held in the congregation.
- **Library Resources.** Educational materials on disabilities and mental illness are available in the congregation's library, office, or other space open to attendees.

Training

The following training opportunities are provided and promoted.

- **Leadership knowledge and training.** Church leaders have been educated on congregational care of people experiencing mental illness, with learning disabilities and developmental disabilities, etc.
- **Lay Leader Training.** Teachers, aides, or companions to people with disabilities and/or mental illness receive specific instruction and training annually.
- **Hospitality training.** Specific training is provided to greeters and ushers so they can better help individuals with mental illness and other disabilities feel welcomed, accepted, and included in the congregation.

Faith Formation:

The following are offered:

- **Classroom Integration.** Children and adults with developmental, intellectual, and learning disabilities and differences are welcomed in the regular education program of the congregation using special materials, teaching methods, behavioral supports, and classroom aides as necessary.
- **Accessible Classes.** Classes are provided for adults with developmental disabilities which support their abilities to learn without treating them like children.

Community Life:

- **Mission Statement.** The congregation has language in its mission statement, covenant, or other foundational document addressing its intention to provide access to, and inclusion of, people with disabilities and mental illness.
- **Discernment Process.** The congregation has a gift discernment process in which people with disabilities, including mental illness, are asked to share their abilities in the congregation and community outreach.
- **Mission and Service.** The congregation has ministry and service opportunities (e.g., choir, teaching, ushering, elder, etc.) open to persons with disabilities, including mental illness.
- **Special Diets.** Special diets (e.g., diabetic, gluten-free) are considered when food is served. Foods served include a list of ingredients for those with special diets.
- **Worship Services** are provided online for those who are unable to attend because of mobility, compromised immunity, or other concerns.
- **Facility availability.** The congregation's facility is available free of charge to community support groups on issues involving disabilities, mental illness, addictions, etc.

Individual and Family Supports.

The following services are offered and promoted.

- **Referrals.** Congregational leaders have a working knowledge of counseling professionals and appropriate agencies in the community to whom they can refer people with questions or needs around mental health or disabilities.
- **Benevolence fund.** A benevolence fund (or other financial support structure) is available through the congregation to provide financial assistance for expenses incurred above and beyond insurance coverage for members, including those who have a mental illness or other disability.

- o **Respite.** The congregation has designated individuals who can provide respite care to family members who have dependents with disabilities and/or mental illness.
- o **Support groups.** The congregation organizes support groups or caring circles for people who have disabilities (including chronic mental illness) and their families.

Other congregational supports
