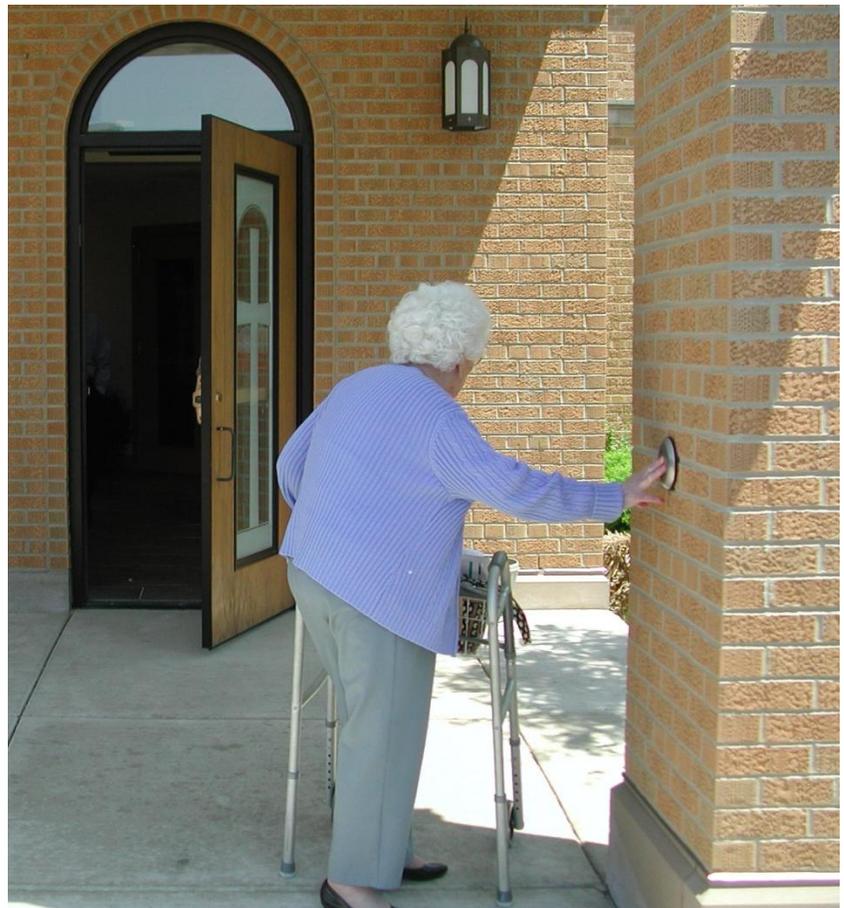


# INCLUSION AWARENESS DAY WORKBOOK

*Renewing Our Commitment to Welcoming  
Worshippers of All Abilities as Active Participants*

Eastern Orthodox Christian Edition



**LOOK INSIDE FOR**

- Planning Materials
- Children's Activities
- Accessibility Survey

## A LETTER FROM PATHWAYS.ORG



Dear Religious Leader:

Since Pathways.org inaugurated the *Inclusion in Worship* movement in 1996, more congregations than ever are providing accommodations so that worshippers of all abilities can participate in liturgy, ministry and leadership roles in Chicago area houses of faith.

An integral part of the *Inclusion in Worship* movement is the annual celebration of **Inclusion Awareness Sunday**. We are delighted that Eastern Orthodox parishes are joining us in celebrating the gifts received when all may worship together. This Inclusion Awareness Sunday Workbook of planning materials, posted on the Pathways.org website, is provided to encourage your participation.

Thank you for opening hearts, minds and doors to parishioners of all abilities. Our faith communities are strengthened when we come together to meet the needs of our members so that everyone can share their gifts at the altar.

Sincerely,

A handwritten signature in black ink that reads "Shirley W. Ryan".

Shirley W. Ryan  
Chairman

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### **ACKNOWLEDGEMENTS:**

Great appreciation goes to His Eminence Metropolitan Iakovos for his blessing on Inclusion Awareness Sunday, to His Grace Bishop Demetrios of Mokissos for his guidance and for reviewing this workbook, and to Father John Rallis and Father John Kalomas for their support. We wish to thank Eleni Patos, Maria Kotsinis and Constantine Zografopoulos for their contributions to the Inclusion Awareness Sunday Workbook and for introducing Inclusion Awareness Sunday to Eastern Orthodox parishes.

The image of the icon on the Inclusion Awareness Day prayer card is used compliments of the Blessed Isaac of Syria Skete, Boscobel, Wisconsin, [www.skete.com](http://www.skete.com).

*On the cover: Announcing Inclusion Awareness Day at 2005 Junior Open Hearts and 2009 Open Hearts Award winning St. John the Baptist Greek Orthodox Church, Des Plaines, IL, Inclusion Awareness Sunday paper doll activity for children, ramp to the altar at 2009 Open Hearts Award winning St. Athanasios Greek Orthodox Church, Aurora, IL, automatic door opener.*

## INCLUSION AWARENESS SUNDAY ACTIVITIES

Listed below are ideas for your Inclusion Awareness event in the areas of affirmation, communication and accessibility. Use the materials in this workbook to plan your parish celebration.

### Affirmation

- Under the direction of your parish priest, form an inclusion team comprised of Philoptochos members and parishioners with disabilities to address inclusion issues.
- Under the direction of your parish priest, select a date and plan a special worship service for Inclusion Awareness Sunday.
- Train teens to serve as greeters, assistants and helpers on Inclusion Awareness Sunday. See ideas in this workbook for involving teens.
- Does your parish include children with intellectual challenges in religious education and worship? Use the St. Stylianos Special Children's Ministry as a model to begin a religious education program for children of all abilities at your parish.

### Communication

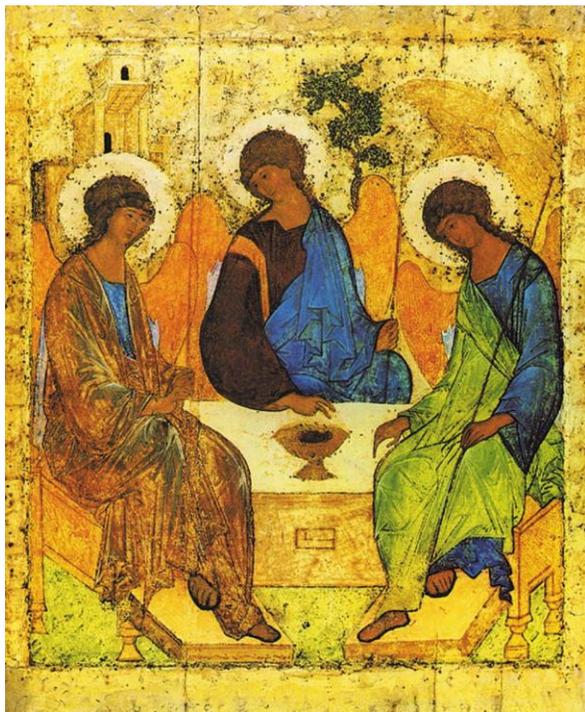
- Eight weeks before Inclusion Awareness Sunday, order copies of *The Body of Christ: A Place of Welcome for People with Disabilities* by Father John Chryssavgis from Light + Life Publishing, 952-925-3888, for distribution on Inclusion Awareness Sunday. This booklet is an important statement of the call for Eastern Orthodox Christians to welcome parishioners of all abilities into full participation in parish life.
- Use respectful language when speaking, preaching or writing about individuals who happen to have disabilities. See *Using Appropriate Language* in this workbook.

- Plan a coffee hour with children’s activities for Inclusion Awareness Sunday that communicate welcome and inclusion for all. See I Am “Thumb” Body and the paper doll activity in this workbook. Invite GOYA (Greek Orthodox Youth of America) and Junior GOYA to assist.
- Place access and inclusion information in your bulletin on Inclusion Awareness Sunday and throughout the year. See the sample bulletin article, *How You Can Make a Difference* and quotes from *The Body of Christ: A Place of Welcome for People with Disabilities* in this workbook.
- Secure a sign language interpreter for Inclusion Awareness Sunday and consider providing this service on a regular basis.
- Create a booklet to distribute to parishioners on Inclusion Awareness Sunday. Use the sample booklet in this workbook for ideas.
- Print and cut apart the Inclusion Awareness Sunday Prayer Card available at [www.pathways.org](http://www.pathways.org). Distribute at church entrances and recite together after Divine Liturgy on Inclusion Awareness Sunday.
- Send out a press release to local media outlets to publicize your Inclusion Awareness Sunday events. See sample press release in this workbook.

## Accessibility

- Lower the icons in your church so that parishioners who use wheelchairs can easily venerate them.
- Do a walk-through of your facilities before Inclusion Awareness Sunday using the Facilities Survey in this workbook. Note inaccessible areas and announce plans to remove those barriers at your congregation’s Inclusion Awareness Sunday celebration.

## INCLUSION AWARENESS SUNDAY PRAYER CARD



Father Henri Nouwen laid the spiritual foundation for the Pathways.org *Open Hearts, Open Minds* movement with his keynote address *The Vulnerable Journey*\* at the 1996 Pathways.org inclusion conference. The icon of the Holy Trinity was selected for the Inclusion Awareness Day prayer card\*\* because it is a source of meditation and prayer on the Trinity, hospitality and inclusion. In his book, *Behold the Beauty of the Lord: Praying with Icons*, Father Nouwen describes the Trinity icon as an invitation to know God, not through our intellect, but through our heart, a more inclusive approach to prayer. He writes, “As

we place ourselves in front of the icon in prayer, we come to experience a gentle invitation to participate in the intimate conversation that is taking place among the three divine angels and to join them around the table.” Nouwen says that in gazing on the icon we are beckoned to enter a house of love that “has no boundaries and embraces everyone who wants to dwell there.” The image of the three figures extends beyond the picture to include the viewer. The icon invites each of us to join the three figures to complete the image. We are all welcome to participate. We are all invited to take our place at the Table. We are all included.

Source: “*Behold the Beauty of the Lord: Praying with Icons*” by Henri J.M. Nouwen, Ave Maria Press, Notre Dame, Indiana, 2007.

\**The Vulnerable Journey* by Father Henri Nouwen is available on DVD and CD from Pathways.org, 1-800-955-2445.

\*\*A PDF of the Inclusion Awareness Day prayer card is available at [www.pathways.org](http://www.pathways.org). To renew your congregations commitment to welcoming parishioners of all abilities, download, print on card stock and distribute the prayer cards to worshippers on Inclusion Awareness Day.

## BULLETIN ARTICLE FOR INCLUSION AWARENESS SUNDAY

**The Philoptochos Society of \_\_\_\_\_ (insert parish name) \_\_\_\_\_  
and  
Greek Orthodox People with Disabilities  
Invite you to join our parish for our celebration of  
Inclusion Awareness Sunday  
in the Greek Orthodox Metropolis of Chicago  
(insert date of your celebration)**

On \_\_\_\_\_ (insert date and parish) \_\_\_\_\_ will join other parishes in Chicago in observing Inclusion Awareness Sunday. The Awareness Day is modeled after the Pathways.org *Inclusion in Worship* movement which raises awareness to the need for accommodations so that people of all abilities can participate in worship and ministries at their house of worship.

\_\_\_\_\_ (Insert name of parish) \_\_\_\_\_ especially welcomes those with disabilities every Sunday and seeks to enable their full participation in the life of the church. By observing Inclusion Awareness Sunday we hope to further educate parishioners about the needs of people with disabilities in our midst, as well as to recognize the tremendous value that they add to our community.

Inclusion Awareness Sunday is an initiative of Philoptochos together with the St. Stylianos Children's Ministry, a ministry of St. John the Baptist parish, Des Plaines, for children with disabilities and their families.

*Contributed by Dr. Antonia Antonakos, Philoptochos President and Eleni Patos, Chairwomen, Inclusion Awareness Sunday, St. John the Baptist Greek Orthodox Church, Des Plaines, IL*

**“When we voluntarily, compassionately, and joyfully stand beside and respond to the needs of another member of the living Body of Christ, then we are in fact responding to Christ Himself ...”**

*Fr. John Chryssavgis*

*The Body of Christ: A Place of Welcome for People with Disabilities (p6)*

## HOW YOU CAN MAKE A DIFFERENCE

*There are many things that you, as an individual, can do to help people with disabilities feel welcome in your house of faith.*

1. I will treat ALL people as PEOPLE FIRST – as I would like to be treated.
2. I will SPEAK DIRECTLY to the person with a disability, not only to the nearby family member, companion, interpreter, or the canine companion.
3. I will offer to SHAKE HANDS when introduced to a person with a disability. (Persons with limited hand use or who wear an artificial limb may shake hands. Shaking the left hand is okay, too.)
4. I will place myself at EYE LEVEL, in front, for easy conversation with a person in a wheelchair, with crutches, or with a walking frame.
5. I will OFFER ASSISTANCE AND WAIT until the offer is accepted. I will wait and then ask for instructions.
6. I will be PATIENT AND WAIT for the person with difficulty speaking, rather than speaking for the person. I may help by asking short questions that require short answers, a nod, or a shake of the head.
7. I will see the WHOLENESS OF SPIRIT beneath the surface of someone with a disability and overcome the tendency to turn away or ignore the person.
8. I will TREAT ADULTS with developmental disabilities AS ADULTS, not as children. I will use first names only when using the same familiarity for all persons.
9. I will get the attention of someone who is hearing-impaired by LIGHTLY TAPPING their elbow or shoulder, or by WAVING MY HAND. I will look directly at the person and speak clearly, slowly, and expressively to establish if the person can read my lips.
10. I will guide a person with visual impairments by GIVING VERBAL CLUES to steps, curbs, escalators or doors.

## GUIDELINES FOR USHERS AND LAY LEADERS

### GENERAL INFORMATION

1. What do you say when you meet a person with a disability? How about “Hello?”
2. Because each person has gifts and abilities, ask a person with a disability to usher, to read, etc.
3. Speak directly to the person with a disability or difference, not only to the family member, companion, interpreter, or canine companion.
4. Ask the person with the disability if you can help. Respect any refusal.
5. Be sensitive to where a person wishes to receive Holy Communion – modify according to needs.
6. A warm smile and friendly conversation are very welcoming.
7. Feel comfortable using words like see, walk, and listen with persons with disabilities.
8. Use people-first language such as “people with disabilities” NOT “the disabled.”
9. Offer large-print prayer books, bulletins, or assistive listening devices.
10. Use the accessibility logo. Include the words “All Are Welcome.”



**ALL ARE  
WELCOME**

### WELCOMING PARISHIONERS WITH BLINDNESS OR VISION LOSS

1. Identify yourself when you greet the person. Tell the person when you are about to leave.
2. Talk normally, using your customary voice and typical expressions like “See you later.”
3. Offer your arm when assisting; the same way an usher does at a wedding.
4. Give verbal cues such as “We are going through a doorway.” Explain the traffic pattern with clear, calm instructions such as “Go up the center aisle.”

## WELCOMING PARISHIONERS WITH MOBILITY DIFFERENCES

1. Speak directly to the person.
2. Offer assistance, but accept a “No, thank you.”
3. Sit down so that you are at eye-level if the conversation will last more than a few minutes.
4. Shake hands or lightly touch a shoulder in the same way you would with others.
5. Keep a person’s wheelchair or walker near the person. A person who uses a chair may be able to walk but still needs the chair.

## WELCOMING PARISHIONERS WITH DEAFNESS OR HEARING LOSS

1. Face the person. He/she will appreciate seeing your facial expression and may read your lips. Your face, gestures, and body movements help in understanding.
2. Move closer rather than shout.
3. Speak clearly and slowly. Writing may be necessary.

## WELCOMING PARISHIONERS WITH SPEECH DIFFERENCES

1. Be patient. Let a person talk at his/her own pace.
2. Remember a person may have communication means other than speech, such as writing.
3. Ask questions that require short answers or a shake of the head. If you cannot understand, rephrase the question.
4. Repeat or paraphrase what was said in order to confirm that you understand.

## WELCOMING PARISHIONERS WITH COGNITIVE DIFFERENCES

1. Greet the person and interact normally.
2. Keep things simple and uncomplicated.
3. Treat people equally regardless of their participation level. For example, if a Sunday bulletin is distributed, give to all.

*Please duplicate and share with others.*

## USING APPROPRIATE LANGUAGE

Words, whether spoken or written, are the basic means by which people communicate. Words are powerful tools that can affirm and empower. At the same time, the misuse of words can belittle and demean. Language used to describe people with disabilities often focuses on lack of ability rather than on competency. Don't reinforce common myths about people with disabilities.

When writing or speaking about people with disabilities, words should be chosen with care in order to promote dignity and a positive image. The following suggestions, adapted from guidelines developed by The Research and Training Center on Independent Living, may assist in this process:

- Make reference to the person first, then the disability. Say “a person with a disability” rather than “a disabled person.”
- If the disability isn't germane to the story or conversation, don't mention it.
- A person is not a condition; therefore, avoid describing a person in such a manner. Don't present someone as an “epileptic.” Rather say “a person with epilepsy.”
- Do not portray successful people with disabilities as superhuman, as this raises expectations that all people with disabilities should reach this level.
- Do not sensationalize a disability by use of such terms as “afflicted with,” “victim of,” “suffers from.”
- Do not use generic labels such as “the disabled.”
- Emphasize abilities, not limitations. Use “walks with crutches” rather than “crippled”.
- Do not use condescending euphemisms. Terms like “handy-capable” and “physically inconvenienced” are considered condescending.
- Do not imply disease. People with disabilities should never be referred to as patients.
- Speak of people with disabilities as active participants in society. They are!

# SAMPLE INCLUSION AWARENESS SUNDAY BOOKLET

Great Appreciation to:  
Father John Rallis,  
Father Demetrios Kounavis  
Father Emmanuel Lionikis  
St. John the Baptist Philoptochos  
St. Stylianos Special Children's Ministry,  
Parish Council  
Goya

Special Thank you to Pathways Awareness  
Foundation, dedicated to raising Awareness and  
Creating Access and Inclusion in Worship.



"For you are all one in Christ... There is no such  
thing as Jew or Greek, slave or free, male and  
female,"  
and - St. Paul could quite easily have added -  
disabled or non-disabled... (Gal. 3:28).

*Welcome to St. John the Baptist's  
First Annual  
Inclusion Awareness  
Sunday, Dec. 2, 2007*

**OPEN HEARTS  
OPEN MINDS  
OPEN DOORS**

*CREATING ACCESS AND  
INCLUSION IN WORSHIP*

sponsored by  
**Philoptochos and  
St. Stylianos Special Children's Ministry**

**| Ribbon:**  
White symbolizes peace, purity,  
holiness, and virtue, as well as respect  
and reverence



**Made for you...  
by Goya**

***"Welcome one another, as Christ  
has welcomed you" (Rom. 15:7).***

Today we welcome every baptized  
Orthodox Christian to enrich the  
community as a whole.

All of us, with and without disability,  
are invited by God to a full life of faith  
and ministry, including worship.



Please join us after liturgy...  
coffee and fellowship, and receive  
the guide "Body of Christ",  
paraphrased in this booklet.

## INVOLVING TEENS ON INCLUSION AWARENESS SUNDAY

*Contributed by Eleni Patos, Chairwomen, Inclusion Awareness Sunday, St. John the Baptist Greek Orthodox Church, Des Plaines, IL*

### Sensitivity Training

Set a date for your teen meeting and invite GOYA and Junior GOYA to attend. Use the Guidelines for Ushers and Lay Leaders, How You Can Make a Difference and Disability Language Guidelines in this workbook to instruct teens on proper disability etiquette. Designate which teens will act as greeters at doors to distribute ribbons and booklets, personal attendants for parishioners who need assistance, helpers with children's activities in the social hall and assistants to distribute *The Body of Christ* booklets from a table in the social hall.

### Making White Ribbons

Ask teens to assemble white ribbons for Inclusion Awareness Sunday. Make enough ribbons for all parishioners to receive one on Inclusion Awareness Sunday.

#### Materials:

½ inch wide stiff white ribbon

Glue dots

Scissors



Cut a piece of 6 inch long ribbon, cutting ends at an angle. Bend the length of ribbon in half and cross tails forming a loop and secure ends at the center with a glue dot. Place completed ribbons in a basket and assign teens to use glue dots to attach to parishioners as they enter church on Inclusion Awareness Sunday. Teens can also distribute program booklets at the doors of the church.

### Assemble Inclusion Awareness Sunday Booklets

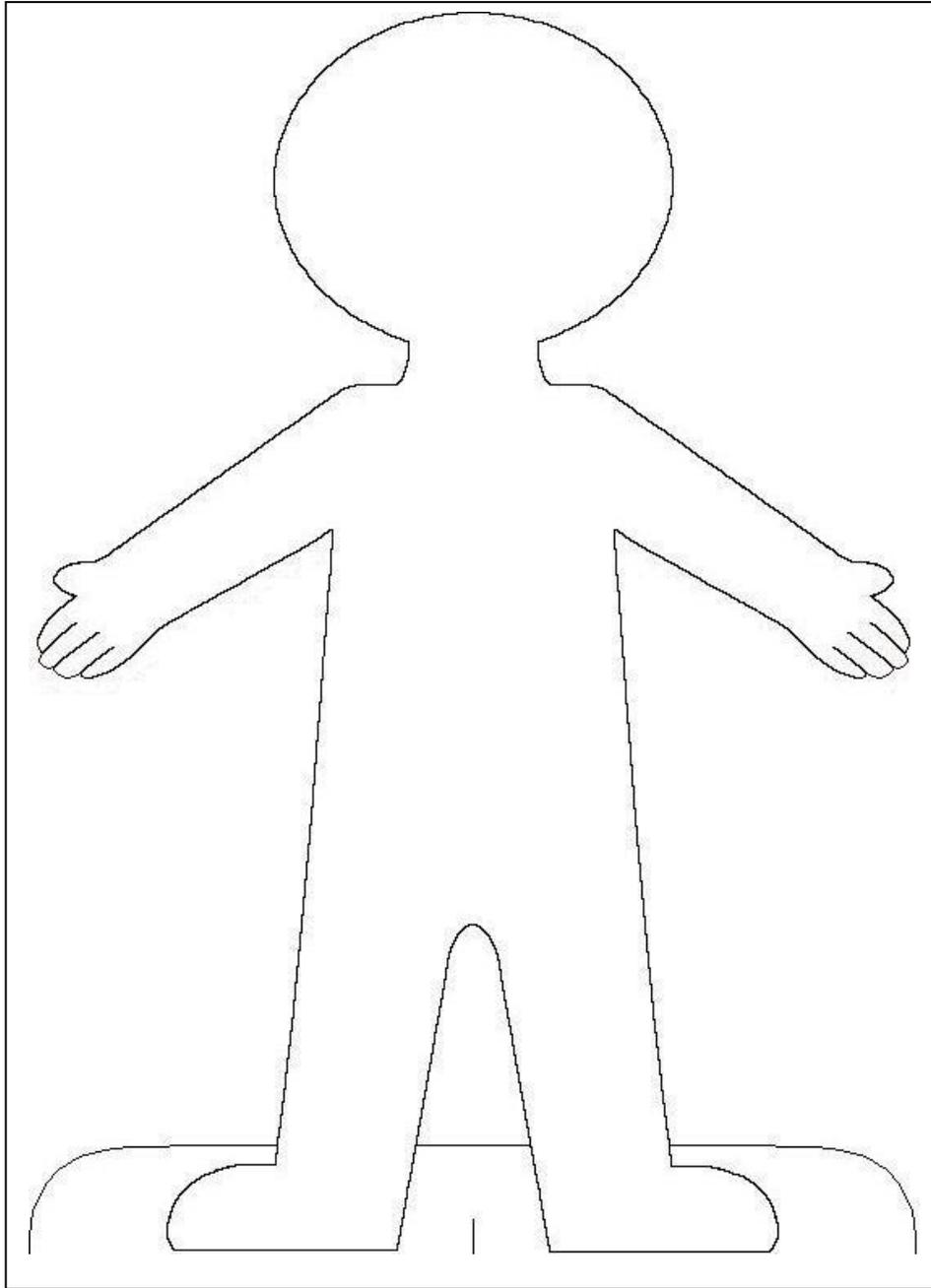
Create a booklet using the example on page 15 as a guide or customize the booklet posted on [www.pathways.org](http://www.pathways.org). Photocopy the booklet and ask teens to assemble and fold booklets. Teens can serve as greeters and distribute the booklets and ribbons on Inclusion Awareness Sunday.

## Cut Out Dolls for Inclusion Awareness Sunday Paper Doll Activity

### Materials:

Stiff card stock paper, scissors, ball point pens, paper doll templates, hole punch, yarn

Trace paper doll outline onto white cardstock and cut out one paper doll for each child participating. Punch holes in hands of dolls. Cut lengths of yarn long enough to tie dolls together at the hands.



## INVOLVING CHILDREN ON INCLUSION AWARENESS SUNDAY

### I AM 'THUMB' BODY ACTIVITY

#### Materials:

Large table

Large pieces of banner paper

Stamp pads in various colors

Black Thin Tipped Felt Markers

Disposable wipes to clean thumbs

Spread the large sheets of banner paper on the table. Write "I Am Thumb Body" in the center of each banner in large letters. Invite children and adults to coat their thumbs/fingers lightly on the stamp pads and press their prints onto the large banner paper to make a head and a body. Use the markers to draw eyes, nose, mouth, hair, arms, legs, clothes etc. on your thumbprint portrait. Sign your name below your portrait. Clean off thumbs with wipes. When each paper is covered with thumbprint people, display the banner for all to see.

### PAPER DOLL ACTIVITY

#### Materials:

Roll of banner art paper

Paper dolls pre-cut and punched by GOYA

Yarn pieces pre-cut by GOYA

Crayons

Set up tables with supplies. Invite children to decorate a pre-cut paper doll of themselves with crayons. String dolls together by inserting yarn into holes in hands of dolls and tying together. Write "We are All Different Yet All Alike in the Eyes of the Lord" in large letters on the banner paper. Attach the yarn joined dolls to the banner and display for all to see.

### SUNDAY SCHOOL ACTIVITY

Distribute the booklet *The Body of Christ: A Place of Welcome for People with Disabilities* by Father John Chryssavgis to all Sunday school teachers. Ask them to read and discuss during Sunday school on Inclusion Awareness Sunday.

*Contributed by Maria Kotsinis, St Andrew Greek Orthodox Church, Chicago, IL*

## STARTING A ST. STYLIANOS CHILDREN'S MINISTRY

St. Stylianos Children's Ministry welcomes children of all abilities and their families. This ministry is dedicated to serving Orthodox Christian children with Down syndrome, Cerebral Palsy, Autism, ADD and various other diagnoses' in an inclusive religious education experience. Monthly meetings are suggested. Friday night from 6:00 p.m. to 7:30 p.m. in the Sunday school classrooms has worked well for St. John the Baptist Greek Orthodox Church in Des Plaines.

### St. Stylianos Special Children's Ministry Goals:

- ◆ Provide an opportunity for children to participate in a faith based service.
- ◆ Reinforce church service structure and etiquette (candles, communion, offering basket, bible, etc).
- ◆ Make adaptations to provide a richer experience for all.
- ◆ Create a religious experience which is meaningful and comfortable for the children, supported by their families.
- ◆ Create an environment which will facilitate children interacting together

Activities include:

Modified Church Service

Snack

Bible Story

Craft

Music Therapy

Social Time

Look to your own parish membership for talented individuals who can help minister to the children of all abilities in your worshipping community. For more information on starting a St. Stylianos Children's Ministry contact:

St. John the Baptist Greek Orthodox Church

Des Plaines, IL 60016

Phone: 847-827-5510

Fax: 847-824-3455.

*Contributed by Eleni Patos, Chairwomen, Inclusion Awareness Sunday, St. John the Baptist Greek Orthodox Church, Des Plaines, IL*

## PRESS RELEASE

Use this sample press release to publicize your congregation's Inclusion Awareness Sunday celebration. Fill in your congregation's information and send the press release to the religion editor of your neighborhood newspaper several days before your event. Follow up with a call to see if the paper will cover Inclusion Awareness Day at your parish.

**For Immediate Release**  
**(Date)**

**Contact:**  
**(Your name)**  
**(Your phone and email)**

### **Chicago Area Parishes Celebrate Inclusion Awareness Sunday**

(Your town), Illinois – On \_\_\_\_ (insert date and parish) \_\_\_\_ will join other faith traditions in Chicago in observing Inclusion Awareness Sunday. Inclusion Awareness Sunday is an integral part of the Pathways.org *Inclusion in Worship* movement which raises awareness to the need for accommodations so that people of all abilities can participate in worship and ministries at their house of faith.

\_\_\_\_ (Insert name of parish) \_\_\_\_ welcomes those with disabilities every Sunday and seeks to enable their full participation in the life of the church. By observing Inclusion Awareness Sunday we hope to further educate parishioners about the needs of people with disabilities in our midst, as well as to recognize the tremendous value that they add to our community.

*(Name and address of your parish) will (list your events, e.g.: have a special liturgy, bless new accessible features, etc.) to showcase how people with disabilities are welcomed every day of the year.*

*(Insert the name and title of your religious leader and a quote, e.g. "In the past year our parish has made a conscious effort to make our facilities accessible. We are delighted that we can open our doors to all.").*

For more information about Inclusion Awareness Sunday, the Open Hearts Awards grants for access projects, visit [www.InclusionInWorship.org](http://www.InclusionInWorship.org), call 1-800-955-445 or email [friends@pathwaysawareness.org](mailto:friends@pathwaysawareness.org).

## **QUOTES FROM THE BODY OF CHRIST: A PLACE OF WELCOME FOR PEOPLE WITH DISABILITIES**

*The fifteen page booklet “The Body of Christ: A Place of Welcome for People with Disabilities” by Father John Chryssavgis is an important statement of the call for Eastern Orthodox Christians to welcome parishioners of all abilities into full participation in parish life. It is available through Light and Life Publishing. Call 952-925-3888.*

**“Welcoming every baptized Orthodox Christian to full parish membership is enriching the community as a whole. All of us, with and without disability are invited by God to a full life of faith and ministry, including worship, leadership, study and service.”**

*Fr. John Chryssavgis*

*The Body of Christ: A Place of Welcome for People with Disabilities (p.8)*

**“Our goal is to create a barrier-free environment, a space where all are and feel welcomed and where the entire Body of Christ is equally nurtured.”**

*Fr. John Chryssavgis*

*The Body of Christ: A Place of Welcome for People with Disabilities (p.11)*

*Copyright permission granted from Light and Life Publishing, Minneapolis, MN.*

## **CREATING AN ACCESSIBLE FACILITY**

Nothing says welcome like an accessible facility: from the parking lot, to the entrance doors, to the worship space, to the washrooms. A walk-through of your property using the following facilities survey can give you an idea of how accessible you are.

*Gather a group of interested individuals, including at least one person who uses a wheelchair, and your facilities manager. Photocopy the following Facilities Survey for each group member and place on clipboards. Using a tape measure for accuracy, walk through your campus, answering the questions as you proceed. Afterwards review your findings and draw up a plan to address any access needs. To save time, divide your committee into groups, assign each group different areas to survey and then have groups report back on findings.*

## FACILITIES SURVEY

Use the following survey to evaluate the accessibility of your campus. At least one person who uses a wheelchair should be part of the survey team. "NO" answers indicate areas which need to be addressed.

Parking		
YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Are 10% of all parking spaces designated accessible spaces? If no, actual number:
<input type="checkbox"/>	<input type="checkbox"/>	Are car spaces at least 8' wide in the accessible spaces? If no, actual width:
<input type="checkbox"/>	<input type="checkbox"/>	Is there an adjacent access aisle at least 5' wide, minimum? Two spaces can share access aisles.
<input type="checkbox"/>	<input type="checkbox"/>	Are the reserved spaces and access aisles paved, even if the rest of the parking lot is not paved?
<input type="checkbox"/>	<input type="checkbox"/>	Is there at least one van-accessible space? One van accessible space for every six accessible spaces is recommended.
<input type="checkbox"/>	<input type="checkbox"/>	Is the van-accessible space 8' wide, minimum with an 8' wide access aisle?
<input type="checkbox"/>	<input type="checkbox"/>	Are reserved spaces clearly marked with access symbol signage, 60" to bottom of sign, minimum? If no, actual height of signage:
<input type="checkbox"/>	<input type="checkbox"/>	Is the van-accessible space clearly marked "Van Accessible"?
<input type="checkbox"/>	<input type="checkbox"/>	Are reserved spaces on a level surface?
<input type="checkbox"/>	<input type="checkbox"/>	Is there a 3' wide curb cut between the parking lot and sidewalk, with a slope of 1":12"? Actual width of curb cut:  Actual slope of curb cut:
<input type="checkbox"/>	<input type="checkbox"/>	Are reserved spaces close to an accessible entrance and on an accessible route with walkways at least 54 inches wide?

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Are wheel stops installed 18" from the curb to prevent car overhang onto sidewalk leading to the accessible entrance?
<b>Walkways</b>		
YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Do walkways have non-slip, paved surfaces?
<input type="checkbox"/>	<input type="checkbox"/>	Are walkways the recommended 36" wide with 60" x 60" passing spots every 200' to allow for passing? If no, actual width:
<input type="checkbox"/>	<input type="checkbox"/>	Is the slope of the walkway a maximum of 1" rise in 20"?
<input type="checkbox"/>	<input type="checkbox"/>	Are walkways of a continuing common surface, and not interrupted by steps?
<input type="checkbox"/>	<input type="checkbox"/>	Are there any protruding objects, such as shrubs, in the walkway? List and create a plan for removal:
<b>Ramps</b>		
YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Has a sloped walkway rather than an exterior ramp been considered?
<input type="checkbox"/>	<input type="checkbox"/>	Do ramps have a slope no greater than 1" rise in 12"?
<input type="checkbox"/>	<input type="checkbox"/>	Do ramps have a width of no less than 36" between handrails?
<input type="checkbox"/>	<input type="checkbox"/>	Do ramps have continuous side rails on both sides?
<input type="checkbox"/>	<input type="checkbox"/>	Are side rails 34" to 38" above the surface of the ramp?
<input type="checkbox"/>	<input type="checkbox"/>	Do side rails extend 1' beyond the top and bottom of the ramp?
<input type="checkbox"/>	<input type="checkbox"/>	Do ramps have a non-slip surface?
<input type="checkbox"/>	<input type="checkbox"/>	Do ramps have level 5' platforms at 30' intervals and turns?

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Are exterior ramps covered with a canopy for weather protection to keep ramps free of snow, ice and rain?
<input type="checkbox"/>	<input type="checkbox"/>	If exterior ramps are not covered is a 4" bottom rail in place rather than a curb to allow rain to drain off and snow to be pushed off?
<input type="checkbox"/>	<input type="checkbox"/>	Are ramped entrances clearly designated with signage?
<b>Entrance</b>		
YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Is at least one primary entrance to the building usable by people who use wheelchairs and walkers?
<input type="checkbox"/>	<input type="checkbox"/>	Do doors have a clear opening of 32" or more? If no, actual width:
<input type="checkbox"/>	<input type="checkbox"/>	If doors have a closer, is there a time-delay device?
<input type="checkbox"/>	<input type="checkbox"/>	When closed, are doors that are in a series separated by at least 4' plus the width of any door swinging into the space? If no, actual distance:
<input type="checkbox"/>	<input type="checkbox"/>	Are all thresholds level (less than 1/4 inch), or beveled, up to 1/2 inch high?
<input type="checkbox"/>	<input type="checkbox"/>	Are door handles 48" high or less?
<input type="checkbox"/>	<input type="checkbox"/>	Are door handles operable with a closed fist?
<b>Wheelchair Lift</b>		
YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Is platform 42" x 48"? If no, actual dimension:
<input type="checkbox"/>	<input type="checkbox"/>	Can lift be operated by persons with disabilities without assistance?
<input type="checkbox"/>	<input type="checkbox"/>	Is lift secured to prevent accidents or misuse?
<input type="checkbox"/>	<input type="checkbox"/>	Is there an accessible route on and off the lift, top and bottom?

<b>Access to Worship</b>		
<b>YES</b>	<b>NO</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Are there one or two pews 32" apart for people who use crutches or walkers?
<input type="checkbox"/>	<input type="checkbox"/>	Have the ends of several pews been removed to allow people in wheelchairs to sit with family?
<input type="checkbox"/>	<input type="checkbox"/>	Are there chairs with padded seats, some padded pews, or seat pads to distribute?
<input type="checkbox"/>	<input type="checkbox"/>	Are there areas of adequate lighting to enable participation in worship?
<input type="checkbox"/>	<input type="checkbox"/>	Is there adequate lighting on speakers and interpreters, with no shadows on either?
<input type="checkbox"/>	<input type="checkbox"/>	Are worship aides and hymnals available for people with vision loss in large print?
<input type="checkbox"/>	<input type="checkbox"/>	Are worship aides and hymnals available for people with vision loss in Braille?
<input type="checkbox"/>	<input type="checkbox"/>	Is there an amplification system for persons who are hard of hearing? If yes, what type?
<input type="checkbox"/>	<input type="checkbox"/>	Are there sign language interpreters for people who are deaf and hard of hearing?
<input type="checkbox"/>	<input type="checkbox"/>	In lieu of interpreters, is there real-time captioning available?
<input type="checkbox"/>	<input type="checkbox"/>	Is the sanctuary accessible so that people who use wheelchairs and walkers can serve as worship ministers?
<input type="checkbox"/>	<input type="checkbox"/>	Have ushers been trained to offer appropriate assistance?
<b>Stairs</b>		
<b>YES</b>	<b>NO</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Do stairs have a non-slip surface?
<input type="checkbox"/>	<input type="checkbox"/>	Are stairs well lit?
<input type="checkbox"/>	<input type="checkbox"/>	Is there a continuous and stable handrail along both sides of the stairs? If no, is there a handrail on one side?

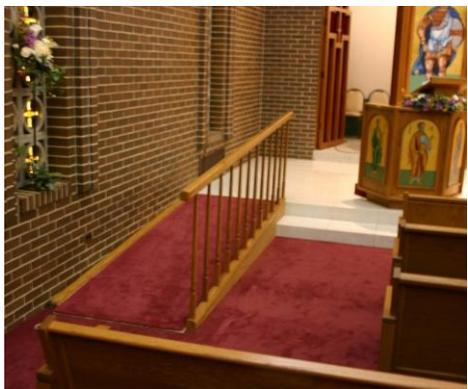
YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Is there textural or color change at the top and bottom of steps to alert persons with vision loss?
<b>Restrooms</b>		
YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Is there at least one accessible restroom provided on each floor?
<input type="checkbox"/>	<input type="checkbox"/>	Do entranceways, doors, and vision screens allow 32" clearance?
<b>Is there at least one toilet stall that:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Is 60" wide by 56" long for a wall mounted toilet or 60"x 59" for floor mounted toilet with the door NOT swinging into this area?
<input type="checkbox"/>	<input type="checkbox"/>	Has an out-swinging door that has a 32" clear opening?
<input type="checkbox"/>	<input type="checkbox"/>	Has grab bars 36" long on each side or on one side and rear wall, 33" to 36" above floor, fastened securely to the wall at the ends and center?
<input type="checkbox"/>	<input type="checkbox"/>	Has a commode with seat 17" to 19" from floor?
<input type="checkbox"/>	<input type="checkbox"/>	Has paper holder mounted to the side of the toilet 7"- 9" from the front of toilet, 14"- 19" from floor?
<input type="checkbox"/>	<input type="checkbox"/>	Are sinks wall-mounted with rim no higher than 34" from floor?
<input type="checkbox"/>	<input type="checkbox"/>	Do sinks have faucets operable with closed fist? (Single-lever type handles not requiring hand grip are preferred.)
<input type="checkbox"/>	<input type="checkbox"/>	Are exposed drain pipes and hot water pipes covered or insulated?
<input type="checkbox"/>	<input type="checkbox"/>	Are some mirrors and shelves at a height with the bottom no higher than 40" above floor (or slanted to allow vision at that level)?
<input type="checkbox"/>	<input type="checkbox"/>	Are some towel racks, and other dispensers and disposal units mounted no higher than 40" from the floor?
<input type="checkbox"/>	<input type="checkbox"/>	Do restrooms for men have wall-mounted urinals with opening of the basin no higher than 17" from the floor, or have floor-mounted urinals that are level with the main floor?

Elevators		
YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	If building is multi-story, is there an elevator?
<input type="checkbox"/>	<input type="checkbox"/>	Are the hall call buttons centered at 42" maximum from floor?
<input type="checkbox"/>	<input type="checkbox"/>	Are all of the interior controls 48" or less from the floor? If no, actual height:
<input type="checkbox"/>	<input type="checkbox"/>	Are the buttons labeled with raised or Braille letters beside them?
<input type="checkbox"/>	<input type="checkbox"/>	Do cab dimensions range from 51"x 80" to 60"x 60"? If no, actual dimension:
<input type="checkbox"/>	<input type="checkbox"/>	Is there a handrail provided on at least one side, 32" from the floor?
<input type="checkbox"/>	<input type="checkbox"/>	Is the door slow-closing, with a sensing device?
<input type="checkbox"/>	<input type="checkbox"/>	Is there an audible signal at each floor?

Measurements are based on Means ADA Compliance Pricing Guide 2<sup>nd</sup> Edition, Kingston, MA: Reed Construction Data, Inc., 2004. Specific requirements may vary by state.

Adapted from: Opening Doors, NCPD, Washington, D.C., [www.ncpd.org](http://www.ncpd.org)

## CREATING ACCESS AND INCLUSION IN WORSHIP



*A ramp to the altar constructed by parish volunteers, an automatic door opener and space for wheelchairs in the assembly say all are welcome at St. Athanasios Church in Aurora, IL.*

*Photo courtesy of St. Athanasios*

*Call the parish office at 630-851-6106 for more information about these access and inclusion projects.*

The Inclusion Awareness Day Workbook is a publication of Pathways.org *Open Hearts, Open Minds*. The program is dedicated to raising awareness to the gifts received when worshippers of all abilities can participate in their faith communities. It provides information, educational materials and grants to congregations of all faith traditions to promote access and inclusion in worship.

### **INCLUSION RESOURCES FROM PATHWAYS.ORG**

- *Annual Open Hearts Awards cash grants of up to \$1,000 to congregations for access and inclusion efforts*
- *Annual children's Junior Open Hearts Awards cash grants of up to \$1,000 to congregations for access and inclusion efforts*
- *Inclusion Awareness Day planning materials*
- *On-line resources at [www.pathways.org](http://www.pathways.org).*

### **INCLUSION PRODUCTS FROM PATHWAYS.ORG**

- *Open Hearts, Open Minds, Open Doors Inclusion in Worship DVD or video \$20*
- *The Vulnerable Journey by Father Henri Nouwen DVD \$20*
- *Inclusion in Worship DVD Set: both DVDs at a special price of \$20, while quantities last*
- *Inclusion in Worship Idea Guide \$4*
- *Opening Hearts, Minds and Doors White Paper \$3*
- *The Vulnerable Journey by Father Henri Nouwen CD \$4*
- *Celebrating Inclusion in Worship: Seth's Bar Mitzvah Video \$8*  
Call 1-800-955-2445 or visit [www.pathways.org](http://www.pathways.org) to order.

### **AVAILABLE FOR DOWNLOADING AT [WWW.PATHWAYS.ORG](http://WWW.PATHWAYS.ORG)**

- Open Hearts Awards nomination form
- Junior Open Hearts Awards nomination form
- Different Gifts, But the Same Spirit Religious Education Lesson Plans
- Inclusion Awareness Day Workbook, Eastern Orthodox Christian edition
- Inclusion Awareness Day Workbooks, Roman Catholic editions
- Inclusion Shabbat Workbook for Jewish Congregations
- Inclusion Awareness Day Workbook for Episcopal Congregations
- Inclusion Awareness Day Workbook for Protestant Congregations

### **INCLUSION RESOURCES FROM LIGHT AND LIFE PUBLISHING**

*The Body of Christ: A Place of Welcome for People with Disabilities* by Father John Chryssavgis. Minneapolis: Light and Life Publishing, 2002.

Call 952-925-3888 to order this 15 page booklet on "our calling as members of the Church to care deeply for one another."