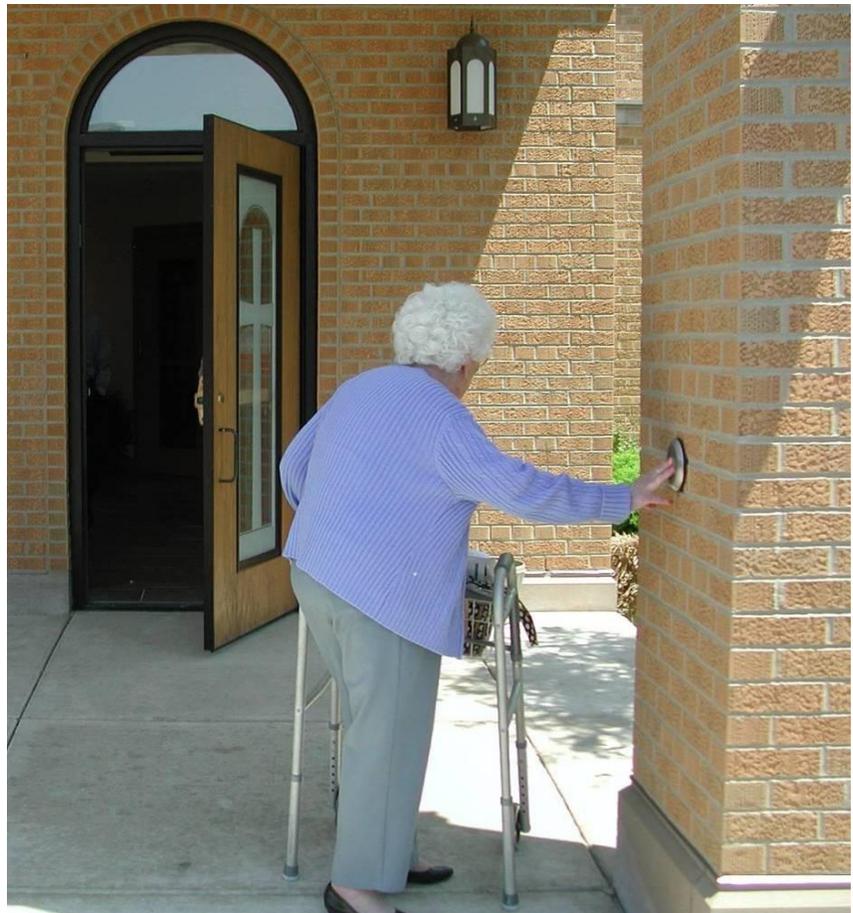


TEAM W MONTH WORKBOOK

That Every Ability May Worship

Protestant Edition



LOOK INSIDE FOR

- Planning Materials • Children's Activities
- Accessibility Survey

A LETTER FROM TEAM W: THAT EVERY ABILITY MAY WORSHIP



Dear Religious Leader:

We inaugurated *TEAM W: That Every Ability May Worship* in 1996 to assist congregations to welcome worshippers of all abilities.

An integral part of *TEAM W: That Every Ability May Worship* is the annual celebration of TEAM W Month. During TEAM W Month we invite congregations of all denominations to reflect on how well they intentionally welcome worshippers of all abilities.

Please join us in celebrating TEAM W Month in your houses of faith in August. If your congregation is unable to participate then, please set aside another month to reflect on your progress and renew your commitment to this important issue. We have provided the TEAM W Month Workbooks at www.team-w.org to assist with your participation.

Thank you for intentionally welcoming worshippers of all abilities not only during TEAM W Month, but every day of the year.

Sincerely,

A handwritten signature in black ink that reads "Shirley W. Ryan". The signature is written in a cursive style.

Shirley W. Ryan

Chairman

TABLE OF CONTENTS

COUNTDOWN TO TEAM W MONTH.....	4
IDEAS TO WELCOME WORSHIPPERS OF ALL ABILITIES.....	5
TEAM W MONTH WORSHIP SERVICE.....	6
BLESSING THE ASSEMBLY DURING TEAM W MONTH	7
THE VULNERABLE JOURNEY By Father Henri Nouwen.....	8
USING YOUR BULLETIN TO INTENTIONALLY WELCOME.....	9
TEAM W MONTH BULLETIN ARTICLES.....	10
HOW YOU CAN MAKE A DIFFERENCE	11
GUIDELINES FOR USHERS AND LAY LEADERS	12
USING APPROPRIATE LANGUAGE	14
BEATITUDES OF ACCEPTANCE	15
CREATING AN ACCESSIBLE FACILITY	15
FACILITIES SURVEY	16
INVOLVING CHILDREN IN TEAM W MONTH.....	22

On the cover clockwise from left: a wheelchair cutout, an automatic door opener and assistive listening devices are some of the access features that make it possible for people who happen to have disabilities to worship in their house of faith.

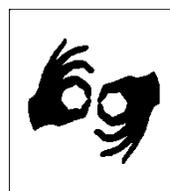
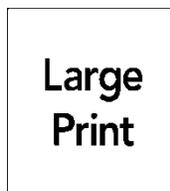
COUNTDOWN TO TEAM W MONTH

Begin planning now for TEAM W Month! Use the checklist below to get started. Information about the underlined items is available for downloading at www.team-w.org.

- Select a date and mark your congregation's calendar for your celebration of TEAM W Month.
- Recruit a TEAM W Ministry to raise awareness to the need for welcoming worshippers of all abilities. Introduce TEAM W members to the congregation during TEAM W Month. Use tips on starting an inclusion committee at www.team-w.org.
- Plan a series of bulletin articles for TEAM W Month. Use this workbook and more ideas on www.team-w.org for suggestions.
- Survey your congregation to find out the needs of your members with our Survey of Congregant Needs or use the facilities survey in this workbook to determine how accessible you are. Announce access plans during TEAM W Month.
- Nominate your house of faith for a TEAM W or a children's Junior TEAM W Award of up to \$1,000 to help fund projects that welcome worshippers of abilities. Annual deadline is October 1st . Nomination packets are available at www.team-w.org.
- Invite members of your congregation who happen to have disabilities to participate in ministries during TEAM W Month. Provide accommodations and continue their participation throughout the year.
- Invite members of your congregation who happen to have disabilities to speak during TEAM W Month about what belonging to your faith community means to them.

IDEAS TO WELCOME WORSHIPPERS OF ALL ABILITIES

- Find out who uses a wheelchair in your congregation and make sure they can get into church, direct them to accessible seating and ask them if they need further assistance.
- Does your congregation include children with intellectual challenges in religious education programs and sacramental preparation with the necessary supports? Find out what you can do to help.
- Does your congregation give people with physical, intellectual or sensory challenges the opportunity to minister or volunteer? A personal invitation and providing accommodations can make participation a reality.
- Find out whether anyone in your congregation needs transportation to church. Then make arrangements for their transport. People who live in group homes or supported living arrangements and people with vision loss often do not have transportation on weekends.
- Does your congregation have trained greeters who make a special point to invite people with challenges to worship and then greet them when they come in? Why not volunteer to be a greeter?
- Is there a need for a sign language interpreter for those who communicate with sign language? Explore how you can make this happen. People in your congregation who use sign language would know where to find an interpreter.
- Use access symbols on print materials and signage to publicize your access features.



TEAM W MONTH WORSHIP SERVICE

INTRODUCTION

(To be announced prior to worship service)

Today we join Pathways.org *TEAM W: That Every Ability May Worship* in celebrating TEAM W Month. We actively and intentionally include people of all abilities in worship and ministries because we are all members of the Body of Christ. When we open our hearts and our community to the gifts each person brings we are all strengthened.

SUGGESTED HYMNS FOR TEAM W MONTH

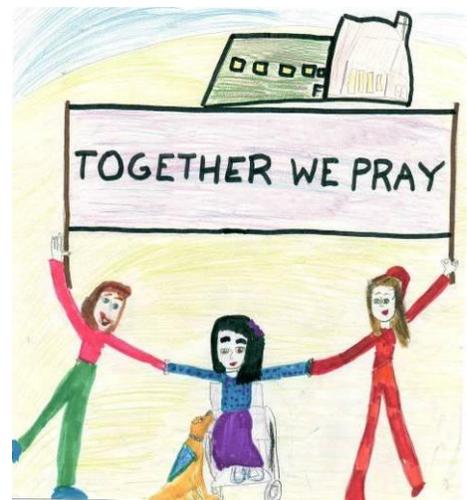
Open Doors by Sandy Martin (Sheet music is available for downloading at www.team-w.org)

PRAYER FOR AN OPEN HEART

Gracious God, you have fashioned each one of us according to your image and embraced each of us with your generous love, may we in turn open our hearts wide and welcome each other. Because you value and accept each one of us, may we also come to accept and value all those you have created. We ask this through Christ, our Lord. Amen.

PRAYER FOR AWARENESS

God, Creator of all, help us to recognize that each of us has abilities and each of us has limitations. And yet we all have a part to play in bringing about Your Kingdom. You love each of us profoundly. In the spirit of gratitude and solidarity, we ask you to increase our awareness of both the gifts and the needs of those around us. Open our hearts, minds and doors to the gifts of every person. Help us to become truly welcoming communities where everyone can find a place at Your Table. We ask this in Your name, Amen.



Children's *Junior* TEAM W Award winning drawing.

BLESSING THE ASSEMBLY DURING TEAM W MONTH

Ask the assembly to please be seated.

Presider:

Loving God, in your wisdom you created your people to have a variety of talents and skills, needs and desires. Help us to receive both our skills and our limitations as part of your divine plan. And give us a heart that recognizes You in everyone we meet.

Extend your hand over the people.

Presider:

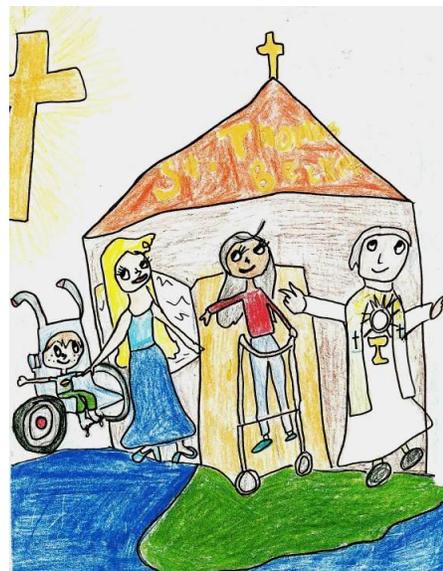
I call upon God to bless the unique blend of talents, skills and abilities that each of you brings to your family, your work, your neighborhood and your church community. May you always use these talents for the honor and glory of God. May they never separate you from God's ways, but help you to find true happiness in this life and joy in the life hereafter.

Continue extending your hand over the people.

Presider:

Heavenly Father, when your son, Jesus, walked this earth he empowered all those who believed. May we gain strength from his example and use both our talents and our limitations to help bring about your Reign. We ask this in confidence because we know you are at our side forever.

Response: Amen



Children's *Junior TEAM W Award* winning drawing.

THE VULNERABLE JOURNEY By Father Henri Nouwen

Father Henri Nouwen laid the theological framework for *TEAM W: That Every Ability May Worship* with his keynote address, *The Vulnerable Journey*, at the 1996 interfaith TEAM W: That Every Ability May Worship Conference sponsored by Pathways.org. Father Nouwen challenges us to place the most vulnerable in the center of church life.



“Whether our disabilities are visible or not, we all have them.”

Henri Nouwen
The Vulnerable Journey video

Father Nouwen also shares his wisdom in the *Open Hearts, Open Minds, Open Doors* video.

“You only know you have a gift to give when there is someone to say, ‘Thank you’.”

Henri Nouwen
Open Hearts, Open Minds, Open Doors video

The Vulnerable Journey by Father Henri Nouwen and Open Hearts, Open Minds, Open Doors, both published by Pathways.org, are available for viewing at www.team-w.org.

USING YOUR BULLETIN TO INTENTIONALLY WELCOME

Your bulletin or worship aide can be a tool to intentionally include worshippers of all abilities. Including hospitality information every week makes everyone feel welcome. The following example may give you ideas for a permanent hospitality section for your bulletin or worship aid. Customize it with your congregation's access features.

WELCOME

Please make yourself at home. For your comfort and convenience, we would like you to know:

- The accessible rest rooms are located (_____) .
- If you have difficulty approaching the altar for Holy Communion, please tell an usher, and Communion will be brought to you.
- If you need a large print worship aid, please ask an usher.
- If you need an assistive listening device, they are available. Please ask an usher.
- If there is any way we can be of service, please let us know by calling (_____) at (_____) .



The United Methodist Church of Fredericktown, Ohio, a 2018 TEAM W Award winning congregation, used their \$1,000 grant to create three cutouts in the assembly space for two padded glider chairs and one rocking chair to accommodate congregants with back, leg and sensory needs as well as mothers with infants.

TEAM W MONTH BULLETIN ARTICLES

MEETING THE CHALLENGE

During TEAM W Month assumptions about our worship community being a place where “all are welcome” are challenged. Can everyone truly participate? Is welcoming members of all abilities the work of the entire congregation? How do we sustain our access efforts throughout the year so we don’t wait until the next TEAM W Month to make changes?

Already as a faith community, we are working to take steps toward being more welcoming to worshippers of all abilities. However, this is not something our staff can do alone. It is the responsibility of the entire congregation to make a sense of belonging for all of our members a reality. While we all work through what it means to be an intentionally welcoming faith community and our attitudes begin to change, everyone must contribute to our mission of being a place where all are truly welcome.

OPENING HEARTS

During TEAM W Month, we renew our commitment to becoming a fully accessible faith community where all of our members are valued and can participate. TEAM W Month reminds us to open our hearts to others and to recognize the gifts of every person. When we affirm one another’s gifts and talents we enrich our faith community. During TEAM W Month we celebrate our progress toward becoming a caring, accessible and welcoming faith community.

BULLETIN SERIES

Download the series of eight educational bulletin items at www.team-w.org and place in bulletins, on websites or in newsletters so every congregant can do their part to welcome worshippers of all abilities.



HOW YOU CAN MAKE A DIFFERENCE

There are many things that you, as an individual, can do to help people of all abilities 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 MEMBERS 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 MEMBERS 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 MEMBERS 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 MEMBERS 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 MEMBERS 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!**

BEATITUDES OF ACCEPTANCE

Blessed are you...

**who take time to listen to difficult speech,
for you help me to know that if I persevere I can be understood.**

Blessed are you...

**who never bid me to “hurry up” or take my tasks and do them for me,
for often I need time rather than help.**

Blessed are you...

**who stand beside me as I enter new and untried ventures, for my
failures will be outweighed by the times I surprise myself and you.**

Blessed are you...

**who ask for my help,
for my greatest need is to be needed.**

Blessed are you...

**who understand that, sometimes, it is difficult for me to put my
thoughts into words.**

Blessed are you...

who with a smile encourage me to try once more.

Blessed are you...

who never remind me that today I asked the same question twice.

Blessed are you...

**who RESPECT ME and LOVE ME “JUST AS I AM”,
and not as you wish I were.**

CREATING AN ACCESSIBLE FACILITY

**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. “NO” answers
indicate areas which need to be addressed. 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.

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

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

<u>YES</u>	<u>NO</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<u>Are exterior ramps covered with a canopy for weather protection to keep ramps free of snow, ice and rain?</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>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?</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Are ramped entrances clearly designated with signage?</u>
<u>Entrance</u>		
<u>YES</u>	<u>NO</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<u>Is at least one primary entrance to the building usable by people who use wheelchairs and walkers?</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Do doors have a clear opening of 32" or more? If no, actual width:</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>If doors have a closer, is there a time-delay device?</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>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:</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Are all thresholds level (less than 1/4 inch), or beveled, up to 1/2 inch high?</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Are door handles 48" high or less?</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Are door handles operable with a closed fist?</u>
<u>Wheelchair Lift</u>		
<u>YES</u>	<u>NO</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<u>Is platform 42" x 48"? If no, actual dimension:</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Can lift be operated by persons with disabilities without assistance?</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Is lift secured to prevent accidents or misuse?</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Is there an accessible route on and off the lift, top and bottom?</u>

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

<u>YES</u>	<u>NO</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<u>Is there textural or color change at the top and bottom of steps to alert persons with vision loss?</u>
<u>Restrooms</u>		
<u>YES</u>	<u>NO</u>	
<input type="checkbox"/>	<input type="checkbox"/>	<u>Is there at least one accessible restroom provided on each floor?</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Do entranceways, doors, and vision screens allow 32" clearance?</u>
<u>Is there at least one toilet stall that:</u>		
<input type="checkbox"/>	<input type="checkbox"/>	<u>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?</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Has an out-swinging door that has a 32" clear opening?</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>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?</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Has a commode with seat 17" to 19" from floor?</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Has paper holder mounted to the side of the toilet 7"- 9" from the front of toilet, 14"- 19" from floor?</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Are sinks wall-mounted with rim no higher than 34" from floor?</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Do sinks have faucets operable with closed fist? (Single-lever type handles not requiring hand grip are preferred.)</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Are exposed drain pipes and hot water pipes covered or insulated?</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>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)?</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>Are some towel racks, and other dispensers and disposal units mounted no higher than 40" from the floor?</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u>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?</u>

Elevators

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



Family Life Church, Four Square, Waukegan, IL, a 2015 TEAM W Award winning congregation used their \$1,000 grant to install an exterior ramp to the church. Read about more TEAM W Award winning congregations at www.team-w.org

ABOUT TEAM W: THAT EVERY ABILITY MAY WORSHIP

***TEAM W: That Every Ability May Worship* is a national, interreligious program that provides information and educational materials to congregations of all faith traditions about access and TEAM W: That Every Ability May Worship.**

For more information about *TEAM W: That Every Ability May Worship* visit our website at www.team-w.org

TEAM W: THAT EVERY ABILITY MAY WORSHIP EDUCATIONAL MATERIALS

AVAILABLE FOR DOWNLOADING AT www.team-w.org

- *TEAM W: That Every Ability May Worship* handouts
- TEAM W Awards application packets
- Junior TEAM W Awards application packets
- Different Gifts, Same Spirit Religious Education Lesson Plan Series
- TEAM W Month Prayer Card (4 per sheet with icon)
- TEAM W Month Bulletin Series
- TEAM W Month Workbooks, Roman Catholic Edition
- Inclusion Shabbat Workbook for Jewish Congregations
- TEAM W Month Workbook for Episcopal Congregations
- TEAM W Month Workbook for Protestant Congregations
- TEAM W Month Workbook, Eastern Orthodox Christian Edition