



COMMITTEE ON DISABILITIES

National Council of the Churches of Christ in the USA



EQUAL ACCESS GUIDE

**FOR MEETINGS, CONFERENCES,
LARGE ASSEMBLIES, AND WORSHIP**

NCCCUSA COMMITTEE ON DISABILITIES

Equal Access Guide

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About the NCCCUSA Committee on Disabilities:

The committee is comprised of representatives from churches and organizations. Committee members have direct experience of disabilities.

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This access guide is a comprehensive resource, enabling persons with disabilities to participate in the life of the church. Please share this with members of your denominations, organizations and networks.

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INTRODUCTION TO ACCESS GUIDE

The National Council of the Churches of Christ in the USA Committee on Disabilities created this *Equal Access Guide for Meetings, Conferences, Large Assemblies and Worship* for use in planning your next meeting, conference, large assembly, or worship within your denomination or organization. Whenever and wherever we gather, it is the sincere hope that we all take heed of the mandate from the book of Isaiah, “enlarge the size of our tent” to include the entire Body of Christ in all our activities. (Isaiah 54:2) This book is a guide to accessibility that benefits all of us. We encourage you to use this guide when planning all activities.

We realize that in this guide, we have set the ideal. We invite you to consider, “Does our invitation and planning have integrity? Are we inclusive of everyone who wishes to participate?”

The outline of this book begins from the time you start to plan to the end of your meeting, conference, large assembly or worship and continues with an on-site walk through hotel and meeting facilities. It then addresses large assemblies, presenters, and worship and ends with a statement on etiquette.

The final page acknowledges the Evangelical Lutheran Church in America and its *Accessibility Guide* and the members of the NCCCUSA Committee on Disabilities who edited this guide.

Use this guide often; use it well; and, may God bless your work. For further help, please contact the National Council of the Churches of Christ in the USA; Education and Leadership Ministries Commission; 475 Riverside Drive, Ste. 812; New York, NY 10115; phone: 212-870-2267; fax: (212) 870-3112; www.ncccusa.org/elmc.

NCCCUSA Committee on Disabilities

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National Council of Churches Policy Statement on Disabilities, the Body of Christ, and the Wholeness of Society

“Indeed, the body does not consist of one member but of many”

1 Corinthians 12:14

One in five Americans lives with impairment that significantly limits one or more major life activities. Virtually everyone will live with a disability at some time in life. Concepts of justice for people with disabilities have evolved beyond paternalism toward the ideals of full participation and inclusion in all aspects of life. Disability rights and self-advocacy movements have emerged. At the national level, landmark laws such as the Rehabilitation Act, The Individuals with Disabilities Education Act (IDEA), and the Americans with Disabilities Act (ADA) seek to assure the same rights to people with disabilities that are guaranteed to all other people in our society.

The religious community also has taken a number of initiatives. Beginning in 1958 and as recently as 1995, the NCCC has affirmed its belief in the dignity and worth of all people, including those of us with disabilities. Most NCCC member communions have issued statements calling for the full inclusion of people with disabilities in all aspects of church life. In spite of these efforts, attitudinal, communication, and architectural barriers remain. The church has served as a point of entry for marginalized individuals into the mainstream of society. Now the time has come for the NCCC to reaffirm and broaden its commitment to people with disabilities.

This policy rests upon four theological principles:

1. All people are created in the image of God.

Then God said, “Let us make humankind in our image...” Genesis 1:26

God creates all human beings in the divine image or likeness. This image is not a measurable characteristic or set of characteristics. God's image is reflected uniquely in each person.

2. All people are called by God.

“For we are what (God) has made us, created in Christ Jesus for good works, which God prepared beforehand to be our way of life.”

Ephesians 2:10

God calls all human beings to express the divine image through their unique characteristics. Each person's characteristics, including disabilities, are inseparable and valuable features of the unique, indivisible person.

3. All people have spiritual gifts.

“Now there are a varieties of gifts, but the same spirit”

1 Corinthians 12:4

God supplies all human beings with the unique gifts needed to obey the divine call. The gifts God has given each person are needed by all other people, and no one is dispensable or unnecessary.

4. All people are invited to participate in God's ministry.

“To each is given the manifestation of the Spirit for the common good”

1 Corinthians 12:7

God invites all human beings to rely on and to participate in the ministry of the church. God continually empowers each member of the Body of Christ to reflect the divine image in ways that will serve and benefit the church and the broader community.

Implication

In the light of these theological principles, it is the witness of the NCCC that all human beings, including those with disabilities, are entitled by God to the rights in church and society implied in the divine call. These rights include a life of dignity and respect such as access to education, health care, useful work, recreation, as well as the right to friendship, spiritual nurture, freedom and self-expression. The rights of each person, including people with disabilities, are equal to and balanced by the rights of others.

We believe the human community in all its forms is accountable to God to protect these civil human rights. God requires the church to give spiritual and moral leadership to society in protecting these rights. The church must exercise its leadership by its public preaching and teaching, but even more by its example as an inclusive community of faith, using the gifts of all its members.

“Now there are varieties of gifts but the same Spirit, and there are varieties of services, but the same Lord” 1 Corinthians 12: 4-5

Reference

NCCCUSA Human Rights: The Fulfillment of Life in the Social Order
(Adopted by the General Board, November 17, 1995)

Approved by the NCCCUSA National Ministries Unit, May, 1997

Getting Started

Four important items anyone serious about inclusion issues should keep in mind in planning a meeting, conference or large gathering.

1. **CONSULT** with people who have physical, sensory and mental disabilities. They are your best source for knowing the needs of the people who will be attending these meetings, conferences, large gatherings and worship. Also, consult with individuals who work with persons with disabilities.

MOBILITY ISSUES: ramps to buildings and lectern, elevators, unisex public bathroom for persons with an attendant, accessible bathroom with roll-in shower, wheelchair accessible van or bus, tables that can accommodate a person in a wheelchair, turn ratios in dining rooms, tables that accommodate a wheelchair user, work dog, volunteer assistants.

DEAF COMMUNITY/HARD OF HEARING ISSUES: note taker, listening devices, real-time captioning, closed captioned TV, open captioned TV, sign language interpreter, TTY, material on CD-Rom, fire alarm with flash.

VISION ISSUES: large print materials, Braille, material on audiotape, TV with audio descriptive voice, fire alarm with sound, work dog.

CHEMICAL/ENVIRONMENTAL SENSITIVITY ISSUES: no fluorescent lights, use of refrigerator, fragrance free (filters on furnace and air conditioning units, no scented candles, soaps, detergents, cleansing supplies, air fresheners, facial tissues or potpourri).

INTELLECTUAL DISABILITY ISSUES: buddies, workshop track, presentation addressing visual, audio and kinesthetic learning styles, express abstract concepts in a concrete manner, social activities, inclusion in worship and administrative functions. Also, consult with care providers.

2. **SITE VISIT:** Try to see the location through the eyes of persons with disabilities. Nothing will be as effective as envisioning the barriers that persons with disabilities could encounter at the event. Walk through the program both in your mind and physically. If more than one site is being used for an event, drive or walk the route between sites to make sure that no barriers have been overlooked.
3. **REGISTRATION FORM:** Make sure there is an area on the registration form to indicate accommodations that are needed. When accommodations are indicated, the registrant should be contacted by the event planner(s).
4. **IDENTIFICATION OF EVENT PERSONNEL:** Have a color-coded name badge system. Differentiate between hosts/hostesses, registration workers, volunteer aides, presenters, planning committee members, etc.

*Keep in mind that all accommodations are considered on an as-needed basis.

Registration Form

When creating a registration form, consider asking the registrants to provide the following information:

- Accommodations needed during flight
- Accommodations needed to arrive at hotel/conference site
- Accommodations needed to register at the hotel/conference
- Accommodations needed during the meeting (note-taker, sign language interpreter, listening device, large-print, Braille, material on CD Rom/audiotape, TTY, ramp up to the lectern, no fluorescent lights, refrigerator, wheel-chair accessible bathroom, unisex bathroom, real time captioning, closed captioning, and audio descriptive)
- Accommodations needed in the hotel room [refrigerator, TTY, fire alarm with sound, fragrance free (filters on furnace and air conditioning units, no scented candles, soaps, detergents, cleansing supplies, air fresheners, facial tissues or potpourri), wheelchair accessible bathroom, roll-in shower, no fluorescent lights, close captioned TV]
- Dietary Restrictions
- Chemical Sensitivities (no scented candles, soaps, detergents, cleansing products, air fresheners, facial tissues, or potpourri)
- Accommodations needed for transportation to and from hotel, conference meeting, and different meeting rooms

And, of course, the usual contact information so that the registrant can be contacted to discuss the meeting accommodations further:

Name, Address, Email, Day Phone, Evening Phone

Accommodations Budget

FACILITY ACCOMMODATIONS: Determine to what extent the facility will be responsible for providing adequate wheelchairs, listening devices etc., as you project your accommodation needs for your meeting/assembly.

FUNDING: There needs to be a budget within the organization or denomination responsible for this event. Monies can be sought through individuals, individual congregations, as a specific giving from Sunday school classes, youth groups, women's organizations, foundations, etc. Often disability organizations or congregations will loan equipment free of charge (scooters, wheelchairs, wheelchair accessible vans).

BUDGET ITEMS

WHEELCHAIR AND SCOOTER RENTAL: Know which local disability organizations or congregations will loan equipment free of charge (scooters, wheelchairs, wheelchair accessible vans).

SIGN-LANGUAGE INTERPRETERS: Provide funding for interpreters as needed. Use qualified, professional interpreters who are trained in the preferred communication style (sign language, exact sign, and cued speech). Use a local interpreters agency whenever possible. Interpreters are often available through your local community college or universities. There are adequate number of interpreters for worship, meetings, meals, and social events.

SCHOLARSHIPS AND GRANTS: Budget for travel and hotel costs for an assistant as needed. Perhaps scholarships can be given. Budget for the unexpected, especially for traveling around the site(s).

THE UNEXPECTED: For every person who provided early information of accommodation needs for traveling around the site there will be others

who will request a wheelchair or scooter once they have arrived and traveled to and from meeting rooms, dining facilities, and hotel.



Local Arrangements

Form/appoint a local arrangements committee, made up of persons with diverse disabilities, to handle all accommodations.

AIRLINES: Learn which airlines do the best job accommodating persons with disabilities. Assign someone to work with persons with disabilities on making travel arrangements (Airline, hotel arrangements, car rental, taxi, bus, and vans).

ACCESSIBLE TAXI & VANS: Learn where and exactly how many wheelchair accessible vans/taxis are available for use in the city where the event is held and what the cost is. Know the rental costs of accessible vans during the duration of the event. Know what special licensing might be needed to drive a van.

LOCAL ACCESSIBLE SITES/LOCATIONS: Find/create a local booklet on accessible accommodations within the city and surrounding area where your event is being held. To defray costs of printing this booklet, seek advertising from local hotels, restaurants, theatres that are accessible. Also, have these copies as part of the packet of information that participants and presenters with disabilities receive. To help defray some of the costs of accommodation, have extra copies available for a donation for all participants.



On-site Walk Through

Outside

PARKING lots at all buildings are well lit.

PARKING STALLS are visibly marked and reserved for people with disabilities. Added accessible parking may be necessary.

ACCESSIBLE ROUTE with curb cuts exists from the parking lot to the accessible entrance.

ACCESSIBLE ENTRANCES are clearly marked by the international symbol of accessibility.

RAMPS with a slope of no greater than 1" rise in 12' and a width of no less than 36" are easily seen. Ramps are equipped with handrails. There are level landings at the top and bottom of the ramp.

DOORWAYS have a clear opening of 32" or more. Doors are automatic or have levers or push handles.

CORRIDORS are at least 36" wide; 60" wide is preferred if there is two-way traffic. Wall mounted objects do not project into accessible corridor.



Inside

COUNTER/REGISTRATION TABLE has a space that is wheelchair height (between 28" and 34" off the floor).

SIGNAGE is in Braille and large-print and is wheel-chair height.

WATER FOUNTAINS, at least one water fountain on every floor in every building is wheelchair accessible. If not, a supply of paper cups is mounted next to the fountain.

TELEPHONES are available in an accessible area of all buildings and are at an appropriate height for wheelchairs. Phones should have a volume control. TTY's are also available in the same area.

ELEVATORS, if more than one floor in any building is used, there must be an elevator or wheelchair lift available.

ELEVATOR or LIFT CAB is large enough to accommodate a wheelchair. Call buttons and panel buttons should be within reach of a person in a wheelchair. They should also be in Braille. Elevators should have an audible signal. Directions for elevators, other equipment and locations throughout the building(s) are written in Braille and large print.

STAIRS have handrails in all buildings.

FIRE ALARMS are mounted to accommodate a person in a wheelchair. Alarms should have flashing lights as well as sound. Flashing lights may cause seizures.

PUBLIC RESTROOMS, ideally, there is at least one wheelchair accessible bathroom on each floor of the buildings available to event participants. There

are grab bars on each side of the accessible toilet. There is a turning space of at least 5'x5' in the restroom stalls. The sink has 29" clearance from the floor to the bottom of the sink. Pipes are wrapped. Towel dispensers are no higher than 40" from the floor.

EXITS with ramps are available in case of fire.

EVENT WITH MULTIPLE SITES: When more than one building is being used for an event, accessible transportation between sites needs to be arranged. Transportation within each building should be arranged (scooters, wheelchairs, volunteers to assist).

Include personal assistants and interpreters for the estimated number of participants. Provide grants for these two categories if the cost is prohibitive for the participant. Include their registration fees with the registration fees of the person they are assisting or provide the assistant with reduced fees.



Hotel Accommodations

*Refer to pages 11 & 12.

Check Signage*

Check Corridors*

Check Doorways*

Check Ramps*

Check Fire Alarms*

Check Phones, TTYs*

Are work dogs are welcome? (They should not be refused. It's the law that dogs must be allowed). Dog runs are available in the hotel and convention center/meeting site (or an area near an outside entrance at both sites).

Mobility Issues

Check ice machines

Accessible laundry facilities, workout facilities, pool, or sauna

Check accessible bathrooms*, including roll in shower/transfer accessible bathtub

Accessible electrical outlets and closet rods are at an appropriate height in guest rooms

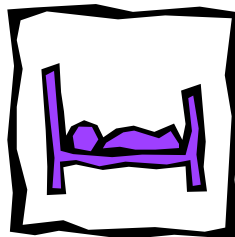
Check for adequate turn around space*

Hearing/Deaf Issues

Check televisions for closed captioning, especially if the television provides information such as food menus, schedules, airplane flights, etc.

Rooms are equipped with beds, which vibrate, visual alarms and indicators.

TTY available in room.



Vision Issues

Are there any TVs that have audio description availability?

Familiarize participants who have a vision loss or who are blind with the site by explaining the layout and walking through the hotel and their room with them.

Chemical Sensitivity Issues

Check rooms for environmental sensitivity*

No fluorescent lights

Dietary Issues

Check with food service to insure that dietary restrictions are accommodated

Check to see if rooms can have a refrigerator. If not, where can medications be stored?

Intellectual Disability Issues

Clear and simple signs for directions and use of facility

Need information about dining times

Provide wake-up calls



*Refer to pages 11 & 12.

Dining Facilities

Check signage*

Check corridors*

Check doorways*

Check ramps*

Check fire alarms*

Check drinking fountains*

Check phones, TTYs*

Check accessible bathrooms*

Check elevators*

Check counter height for wheelchair accessibility.*

Check turn around space.*

Check table height.*

Avoid buffet lines or provide assistance with carrying food.

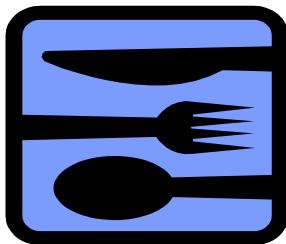
Check menu displays for large print/Braille, or have someone available to read the menu to a participant.

Allow working dogs in the facility.

Check before every meal that all dietary needs have been met.

Be aware of food allergies, for example, gluten, corn, milk, nuts. Ask the participant how arrangements can be made to answer his or her needs.

Have a sign language interpreter available.



*Refer to pages 12 & 13.

Meeting Facilities

Welcome each attendee. Do not put anyone on the spot. At the same time, ensure assistance is available.

Design exhibits so that they may be touched or heard. Leave adequate wheelchair space to maneuver around and through the exhibits.

Check signage*

Check corridors*

Check doorways*

Check ramps*

Check fire alarms*

Check drinking fountains*

Check phones, TTYs*

Check accessible bathrooms*

Check elevators*

Check registration desk height*

Check for chemical sensitivities*

Check for fluorescent lighting*

Presenters' Materials

Have all materials in alternative formats. Have photocopies of transparencies or slides available upon request. Written materials should be available in Braille, on CD-Rom, audiotape or large print on request. Video materials should have close or open captioning as well as audio descriptive. If audio description is not available, have a qualified volunteer do it. If captioning is not available, have a printed script available. Slides are completely legible, with large print (16 point in black on off-white paper) and sharp, contrasting colors. There is adequate time for the audience to read the visual aids. All materials are delivered orally as well as in written form.

*Refer to pages 12 & 13.

Hearing/Deaf Issues

Use one interpreter if the meeting will last less than one and a half hours. Use two interpreters when the meeting lasts longer than one and a half hours.

Place the interpreter as close to the speaker as possible. When there are multiple speakers sitting at a table, place the interpreter across from the person(s) who is (are) deaf or hard of hearing.

Seat participants using a Sign Language interpreter near the front. The interpreter is in an area that can be easily seen by the participants who are deaf.

Limit to twenty minutes the time an interpreter must interpret. Then have a five-minute break. When two interpreters are used, rotate every twenty minutes.

Use real time captioning.

Use a good quality sound system.

Make necessary adjustments to the sound system for those participants who use it.

Make available listening devices for participants who are hard of hearing for all meetings.

Eliminate background noise to the greatest extent possible.



Mobility Issues

Tabletop height is between 28” and 34” above the floor, 32” width.

There is seating space with extra legroom for people with crutches, walkers, braces or casts.

Adequate space for wheelchairs at conference tables is provided. This space should be in the same location as other participants.

Adequate space for work dogs is provided.

Vision Issues

All meeting rooms are well lighted with adjustable lighting.

Offer to help participants with vision loss or those who request it, find a seat.

Have a staff member or volunteer available to take notes during the presentation, allowing the participant to focus on the speaker and interpreter.

Have a staff member or volunteer available to sit with the participant and describe the presentations, if the participant requests it.

Intellectual Disability Issues

Encourage all the workshops/events to express the abstract as concretely as possible.

Use language that is easily understood by all.

Use methods that enable audio, visual and kinesthetic learning.

Large Assemblies

Design exhibits so that they may be touched or heard.

Leave adequate wheelchair space to maneuver around and through the exhibits.

Check signage*

Check corridors*

Check doorways*

Check ramps*

Check fire alarms*

Check drinking fountains*

Check phones, TTYs*

Check accessible bathrooms*

Check elevators*

Check registration desk height*

Check for chemical sensitivities*

Check for fluorescent lighting*

Materials: Have all materials in alternative formats. Have photocopies of transparencies or slides available upon request. Written materials should be available in Braille, on CD-Rom, audiotape or large print (16 point, in black on off-white paper) on request. Video materials should have closed or open captioning as well as audio descriptive. If audio description is not available, have a qualified volunteer do it. If captioning is not available, have a printed script available.

Slides: Slides are completely legible, with large print and sharp, contrasting colors. There is adequate time for the audience to read the visual aids. All materials are delivered orally as well as in written form.

*Refer to pages 12 & 13.

Sign Language Interpreters

Use one interpreter if the meeting will last less than one and a half hours. Use two interpreters when the meeting lasts longer than one and a half hours.

Place the interpreter as close to the speaker as possible. When there are multiple speakers sitting at a table, place the interpreter across from the person(s) who is (are) deaf or hard of hearing.

Seat participants using a Sign Language interpreter near the front. The interpreter is in an area that can be easily seen by the participants who are deaf. Limit to twenty minutes the time an interpreter must interpret. Then have a five-minute break. When two interpreters are used, rotate every twenty minutes.

Captioning

Use real time captioning.

Sound

A good quality sound system is being used.

Necessary adjustments are made to the sound system for those participants who use it.

Listening devices are available for participants who are hard of hearing for all large assemblies.

Background noise is eliminated to the greatest extent possible.

Lighting

All meeting rooms are well lighted with adjustable lighting.

Seating

Tabletop height is between 28" and 34" above the floor.

There is seating space with extra legroom for people with crutches, walkers, braces or casts.

Adequate space for wheelchairs at conference tables is provided.*

This space should be in the same location as other participants.

Adequate space for work dogs is provided.

Other Accommodations

Offer to help participants with vision loss or who request it find a seat.

Have a staff member or volunteer available to take notes during the presentation, allowing the participant to focus on the speaker and interpreter.

Have a staff member or volunteer available to sit with the participant and describe the presentations, if the participant requests it.



* Refer to pages 12 & 13.

Worship

Identify the focal point of your worship. Make certain that worship leaders are easily seen and recognized by participants. Make certain that there are no distractions to the focal point (i.e. flags/other decorations).

Insure that the service is easy to follow. Make programs, hymns, etc. available in large print, Braille, on audiotape. Make volunteers available to sit and offer assistance to those who need it during the service.

Plan for wheelchair space throughout. Check to see that the aisles are wide enough for wheelchairs, walkers, etc.

Check for appropriate lighting.

Have a good sound system. Make certain there is seating throughout for those who use listening devices. Use real time captioning. Reserve space for those who need a sign language interpreter.

Consider your invitation to persons to stand or sit during certain parts of the service.

Consider offering grape juice as well as wine for communion if this is appropriate to your context.

Consider if flowers or incense will be used that may be a barrier for persons with chemical sensitivities. Likewise, if deemed appropriate and necessary, encourage persons not to wear perfumes or use scents or offer a fragrance free area as an alternative to those needing it.

Be aware and attentive to the needs of those who are leading the worship.



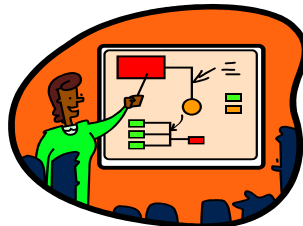
Presenters

Check for the accommodations of presenters with disabilities. Start with registration, walk-through, hotel accommodations, meeting rooms, and large assemblies. Other accommodations may include a reverse interpreter, an orientation and mobility specialist, or guide for a person with limited vision as well as a volunteer/staff to assist in transporting materials that the presenter has.

Presenters need to plan ahead of time to have available copies of the presentation on CD-Rom, audiotape, in Braille or large print, slides in the proper format, printed copies for sign language interpreters, videos with close caption and audio descriptive, and real time captioning. Print size should be 16 point, in black on off-white paper.

Displays need to have adequate room for wheelchairs. They also should be something that is visual, touchable and audible.

Presenters should keep in mind that participants learn visually, audibly and kinesthetically. These three learning styles should be an integral part of the presentation. Express abstract concepts in concrete ways. Use language that is easily understood by all. Have a time for participant response.



Etiquette

Remember: A person with a disability is an individual like anyone else. Each situation is unique. First, ask the person if and what help is needed. Offer to help, but do not insist on helping. Ask how to help and what to do.

Guidelines

Persons with vision loss or Persons who are Blind

Identify yourself when you approach the person.

Don't touch a person with a visual impairment without warning (unless it is an emergency).

Ask the person if help is needed and how you can best help.

Don't assume the person cannot see you.

Never touch or distract a guide dog unless you have permission.

Speak in a normal tone of voice.

Tell anyone what you are doing before you open a door.

Don't walk away without saying good-bye to the person.

Don't leave the person in the middle of a room. Ask where the person would like to go. If you take the person to a chair, or guide him or her to a wall or door, explain to the person where he or she is.

Persons who are Deaf or hard of hearing

Be certain you have the person's attention before speaking. If the person is not facing you, use a gentle tap on the shoulder.

Don't yell or exaggerate your speech.

Look at the person, not at an interpreter.

If spoken communication is difficult, try using a paper and pencil or pen.

Look directly at the person. Don't cover your mouth with anything. Even moustaches and beards may be an impediment.

Don't touch or distract a hearing ear dog.

Be patient. Rephrase information if necessary.

Persons with physical disabilities

Don't assume the person has an intellectual disability.

Speak directly to the person, not to an attendant.

Ask IF and HOW you can be of help. Do not assume anything.

If possible, sit so you are at eye level to talk with the person.

If assisting someone in a wheelchair to go up or down a curb, ask if the person prefers to go forward or backward.

Don't move crutches, walkers, canes or wheelchairs out of reach without permission. If moved with permission, do not leave until you return them to the person or arrange for their return.

Respect the person's personal space by not leaning on a wheelchair.

Do not distract a working dog.

Persons are not confined to a wheelchair. Wheelchairs provide freedom and access. Use the term "wheelchair user".

Persons with speech disabilities

Don't assume the person has an intellectual disability.

Don't pretend you've understood if you haven't.

Do ask the person to repeat what you don't understand.

Ask questions that can be answered by "yes" or "no".

Give your whole, unhurried attention. Be patient.

A person's speech may be slow or difficult, but it is worth waiting for what that person has to say.

Persons with intellectual disabilities

Use simple words and short sentences.

Give one piece of information at a time, and repeat if needed.

Be polite and patient. Do not treat an adult like a child.

Don't make assumptions about what anyone can or cannot do.

Acknowledgements

The National Council of the Churches of Christ in the USA Committee on Disabilities wishes to extend our grateful thanks to the Evangelical Lutheran Church in America for allowing us to use the *ELCA Accessibility Guide: Planning an Accessible Meeting* as our guide to creating this booklet. We especially recognize the work of Rev. Lisa Cleaver, Director for Disability Ministries and Deaf Ministry, Division for Church in Society, ELCA.

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For further help, please contact the National Council of the Churches of Christ in the USA; Education and Leadership Ministries Commission; 475 Riverside Drive, Ste. 812; New York, NY 10115; phone: 212-870-2267; fax: (212) 870-3112; www.ncccusa.org/elmc.



