

## Example Project: Making a Congregation a Welcoming Place

1. Name of project *Making a Congregation a Welcoming Place*
2. Describe your project:
  - a. What will you be doing? *Training of congregation members who regularly contact visitors on how to engage people with disabilities.*
  - b. Who (name, and title as appropriate) will be responsible for managing the project? *Our AIM chair will lead this effort along with the chairs of the membership committee, welcoming committee and RE committee.*
  - c. If it requires financing, where will the money come from or how will it be raised? *N/A*
  - d. What approximate percentage of your congregation will be involved? *About 15%*
3. Project Plan:
  - *Have our membership committee, greeters, ushers and RE teachers trained in disability etiquette. See: **Error! Reference source not found.** [link]*
  - *Hold fire drills that include consideration of those with physical disabilities.*
4. What is the timeline for this project? *Within 6 months of starting the program.*
5. How will people with disabilities be involved in the planning, implementing and evaluating this project? *People with disabilities will be involved in teaching the workshop and in assessing how effective the effort has been.*
6. Does this project fall under the category of inclusion, accessibility, or social justice? *Mostly Inclusion*
7. Which of your priorities from your needs assessment checklists does this project address? *We had a high priority on making newcomers with disabilities welcome.*
8. What is your objective for this project? How does it address your identified priority/ies? Will it completely solve your needs assessment priority or is it one of many steps or alternatives? *Our objective is to train people who will greet newcomers to the congregation, so that visitors with disabilities will be welcome.*
9. How will you evaluate if you have met your objective? *We will need to reassess how effective it has been after it has been in place for some time. People with disabilities and their families will be the chief judges as to whether it has met the objective.*