

**EqUUal Access/Unitarian Universalist Association
Accessibility and Inclusion (AIM) Ministry
Application Packet B**

The second phase involves completing the activities in Packet B and turning it in to the AIM Ministry Coordinating Committee for approval. The Phase II activities required in Packet B include:

1. **Conducting an assessment** of your congregation's current level of accessibility and inclusive practices using the accessibility and inclusion assessment checklists provided.
 - a. [Recommended Short Assessment \(Word\)](#) ([PDF](#))
 - b. [Required Accessibility Assessment \(Word\)](#) ([PDF](#))
 - c. [Required Inclusion Assessment \(Word\)](#) ([PDF](#))

2. **Set Priorities:** From the results of your assessment, determine priorities for your work.

3. **Create a Plan:** Based on the priorities and needs illustrated in the assessment process, propose a plan for how your congregation will increase its level of accessibility and inclusion for people of all abilities during Phase III.

4. **Submit Packet B:** Submitting Application Packet B for approval.

Packet B, Part 1. Needs Assessment

Complete the two needs assessment checklists provided. One focuses on accessibility – the ability of people to access and participate in congregational activities through removal or mitigation of physical and/or informational barriers. The other checklist focuses on fully including people with disabilities in the spirit of congregational life in a welcoming and meaningful way.

We recommend that you engage congregational leaders in the assessment process where it touches on their areas of concern and expertise. Inviting them into the process at this stage will strengthen understanding and support in reaching the overall aim of the program, and spread the enthusiasm for the project among the leadership.

Some congregations choose to supplement these assessments with congregational surveys and/or information at specially called meetings. These supplemental information sources are not required, however the program includes some tools for this purpose which you can modify to your needs.

After completing the checklists, analyze what your congregation has done well and where it needs to improve. Prioritize areas of accessibility and inclusion that your congregation can reasonably tackle in a two- to three-year period. Then, tie these areas into the workshops and projects you select for your proposal. Remember that the certification committee is not expecting perfection, but ongoing progress and commitment towards accessibility and inclusion. The committee looks at where you started as well as factors such as budget, congregation size and priorities, condition of facilities, etc. Your chosen projects and workshops should directly tie in to the priorities you and your (lay) leaders have selected together from your needs assessment.

List priorities from both the Accessibility and the Inclusion Needs Assessment Checklist below. Use additional space as needed.

Accessibility Priorities:
1.
2.
3.
4.
5.
Inclusion Priorities
1.
2.
3.
4.
5.

Packet B, Part 2. Plan Proposal

Please use this section to develop your plan proposal that you will submit for approval. **Plans need to be approved prior to implementation in order for these activities to be considered for certification.** Please include answers to all questions in your plan proposal. You may submit additional pages or documents if needed.

Plan-at-a-Glance

The certification plan needs to include:

- Four workshops taken or adapted from the project handbook and one must be multigenerational in focus.
- At least one annual worship service a year where the explicit focus is on disability issues. You should also plan how you would encourage regular, weekly participation in worship of people with disabilities.
- Eight projects. These projects should relate directly to the priorities you identified in your needs assessment checklists.
 - Two of those projects should focus on your congregation's accessibility priorities in the checklist
 - Three should focus on the priorities identified in your inclusion checklist.
 - One social justice project that focuses on disability rights issues. This project will require that you look outside of your congregation and into the larger picture of social justice and disability.

Focus Area	Minimum Number of Projects	Description/Additional Requirements
Accessibility	At least 2	Improve the accessibility of congregational activities for people with disabilities. These projects must be focused on at least two different disability areas.

Inclusion Improvements	At least 3	Improve the inclusion of people with disabilities in at least two different areas of congregational life.
Social Justice	At least 1	Social action by the congregation or with other congregations on disability issues.
Total	At least 8 in all	At least one of these projects must engage a significant portion (5-10%) of the congregation.

Important: Projects that are completed and worship services that are presented before the start of Phase II are not generally considered toward certification. Workshops from the handbook (except *Introduction to Disability Work in the Congregation*) that have already been completed during Phase II may be counted, provided you still answer all of the questions below. You may use this table to develop an at-a-glance list of your plan.

Fill out the following chart with your plan-at-a-glance.

Domain	Requirements	Name	Priorities Addressed
Workshops / Religious Education	Workshop 1: (Multigenerational)		
	Workshop 2:		
	Workshop 3:		
	Workshop 4:		
Worship	Service:		
	Encourage regular, weekly participation of PWD		
Projects	Accessibility 1:		
	Accessibility 2:		
	Inclusion Area 1:		
	Inclusion Area 2:		
	Inclusion Area 3:		
	Social Justice 1:		
Other Projects			

Sustainability

When designing your plan activities, try to keep in mind how the effort will be sustained after the workshops and projects have been completed. You might consider having participation in any church-wide activity where multiple groups are participating.

Workshops/Religious Education

For each of your four workshop you plan to conduct, please include the following information:

1. Name of Workshop
2. Describe how you will implement the workshop.
 - a. Who will facilitate it?
 - b. Who will the audience be?
 - c. How will you invite and encourage participants to attend?
 - d. Will you make any modifications to the description in the handbook?
 - e. How will you make sure that it is accessible and inclusive to all?
 - f. How will you include all members of a multigenerational audience?
(For multigenerational workshop only)
3. What is your timeline to implement this workshop?
4. How will people with disabilities be involved in planning, facilitating and evaluating the workshop?
5. What is your objective for choosing this workshop? How will it assist your congregation with its accessibility and inclusion priorities?
6. How will you evaluate whether your objective was met?

Worship

For your first annual worship service that focuses on disability issues, please include the following information:

1. Title/Theme of Service
2. Elements of Service
3. Who will lead Service? (Minister/Lay led? Special Guests?)
4. How will you make sure that it is accessible and inclusive to all?
5. What is your timeline? When will Service take place?
6. How will people with disabilities be involved in planning, presenting and evaluating Service?
7. What is your objective for Service? What is the main idea you hope people will come away with?
8. How will you evaluate whether your objective was met?

When planning for how your church members and guests will be included in worship on a weekly basis, answer the following:

1. What are you already doing to ensure the participation and inclusion of:
 - a. Individuals with mobility disabilities?
 - b. Individuals with hearing disabilities?
 - c. Individuals with vision disabilities?
 - d. Individuals with cognitive disabilities?
 - e. Individuals with mental illness?
 - f. Individuals with chronic health conditions?
 - g. Individuals with injuries who may be temporarily disabled?
 - h. **Individuals with a number of possibly invisible disabling conditions such as having a metabolic disorder such as diabetes; eating disorder (milk and other food allergies); respiratory condition (e.g. COPD), amputation of an arm, finger, leg; post-traumatic stress disorder, immune deficiency (HIV) just to name a few? These conditions can all lead to disability related experiences. We do not want to leave any one behind.**
2. What needs and improvements need to be made to make your worship services (more) accessible and inclusive? (Reference items on congregation from checklist)
3. Which of these needs will you be prioritizing in your projects?

Projects

For each of your projects, please include the following information. See [Sample Project](#) for an example of the level of detail expected.

1. Name of project
2. Describe your project:
 - a. What will you be doing?
 - b. Who (name, and title as appropriate) will be responsible for managing the project?
 - c. If it requires financing, where will the money come from or how will it be raised?
 - d. What approximate percentage of your congregation will be involved?
3. What is the project plan?

4. What is the timeline for this project?
5. How will people with disabilities be involved in the planning, implementing and evaluating this project?
6. Does this project fall under the category of inclusion, accessibility, or social justice?
7. Which of your priorities from your needs assessment checklists does this project address?
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?
9. How will you evaluate if you have met your objective?