

**Peninsula-Delaware Annual
Conference Safe Sanctuaries
Local Church/Charge Self-Assessment and Statement of Compliance**

The Safe Sanctuaries Policy of the Peninsula-Delaware Conference (PDC) is seeks to ensure that each local church provides a safe and secure environment for all children, youth and adults who participate in its ministries and activities. This document serves two purposes:

1. 1. It provides the local church with a clear and concise way to determine if it is in compliance with the PDC Safe Sanctuaries Policy.
2. 2. It alerts the District Superintendent (DS) if there are areas of non-compliance and the date by which the non-compliance will be remedied.

Instructions:

- Indicate compliance status (Yes or No) for each of the operating guidelines.
- Indicate date by which non-compliance will be resolved for any section for which the answer is "No."
- Ensure that certification section is signed by the Pastor and Chairperson of Trustees.
- Submit with Charge Conference Reports.

Operating Guideline	Compliance Status	Anticipated Compliance Date
A Safe Sanctuaries Policy has been adopted by the local church/charge (may be combined with Sexual Ethics Policy)	Yes	
A SAFE Team has been formed and has reviewed compliance with the Safe Sanctuaries Policy	Yes	
All volunteers and staff who work with children or youth have been trained annually in Safe Sanctuaries Policy and Operations	Yes	
All volunteers and staff who work with children or youth have been trained annually in First Aid and CPR	Yes	
The Trustees have completed an annual review of all church facilities accommodating children or youth including, but not limited to, Sunday School rooms & doors, age and activity appropriate equipment, first aid kits and fire extinguishers and 911 postings by telephones.	Yes	
The SAFE Team has verified adherence to the "Six-Month Membership" rule for volunteers working with children or youth.	Yes	
The SAFE Team has verified that all staff and volunteers working with children or youth have completed a written application, personal reference form, driver license and criminal background check and participation covenant and that the confidentiality of these records are protected.	Yes	
No individuals who have been convicted of any crime against a child or teenager have been accepted as a worker with children or youth.	Yes	
Basic Procedures for Safe Ministry (as defined in Safe Sanctuaries for Youth)		
All staff and volunteers have been trained on <i>Appropriate Interpersonal Boundaries</i>	Yes	
The <i>Two-Adult Rule</i> is observed at all times during church	Yes	

sponsored programs or events		
All staff and volunteers are at least five (5) years older than the youth they lead	Yes	
No worker under the age of eighteen (18) serves in an adult capacity	Yes	
All rooms set aside for children or youth have a door with a window or a half-door	Yes	
Open-door counseling is required when working with youth and any counseling need by a youth or the youth's family is confidentially reported to the pastor	Yes	
Counseling sessions are limited to two or three sessions and referral to a professional with expertise in the needs of youth are made, when necessary	Yes	
<i>Advance notice to parents</i> with full information about the event is provided, including the requirement for parent permissions and notification if a staff member or volunteer will be alone with a child	Yes	
<i>Participation Covenants</i> for all participants and leaders are required to establish behavior standards	Yes	
<i>Parent and Family Education</i> of the local church's Safe Sanctuaries policies and procedures is held annually	Yes	
<i>Appropriate Equipment and Supervision</i> plans including, but not limited to, transportation considerations, sleeping arrangements, youth group websites for any activity taking place away from the church are reviewed by the SAFE team before presenting to children or youth	Yes	
<i>Bathroom procedures</i> for children and youth have been established and reviewed by the SAFE Team and are observed by all staff and volunteers who work with children or youth	Yes	
<i>Reporting procedures for Allegations of Abuse</i> have been established and reviewed by the SAFE Team.	Yes	
<i>A Covenant</i> that protects children, youth and other vulnerable persons has been established with any registered sex offender(s) who are participating in the life of the church.	Yes	

The undersigned certify that the above statements are true, to the best of their knowledge, and that they will exercise due diligence in ensuring compliance in the future.



Pastor



Chairperson of Trustees

Church/Charge

District

Date Submitted

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ANNUAL ACCESSIBILITY AUDIT FOR UNITED METHODIST CHURCHES (¶2533.6), Scored Version



Church Epworth UMC District Dover

	Y	N	Description / Guidelines (see page 4 for scoring instructions)	Explain "N" answers (additional space on p. 5)
GETTING INTO THE CHURCH				
1- B	X		Clearly visible signs mark <u>or</u> direct people to accessible entrances	
2- B	X		1+ marked ADA parking spaces are on level ground near entrance	
3- G	X		Wheelchair users don't have to go behind parked cars, cross traffic	
4- S	X		At least 1 per 25 spaces is clearly marked with access symbol on vertical signs and on pavement (# of accessible spaces: _____)	
5- B	X		Accessible parking spaces are 8' wide with adjacent 5' access aisle	
6- S	X		At least one accessible space is van accessible: 11' wide with clearly marked adjacent 5' access aisle (or 8' space with 8' access aisle)	
7- B	X		36" wide curb cuts (curb ramps) are provided close to parking	
8- B	X		Route (sidewalk) from accessible parking to accessible building entrance is smooth, flat, and at least 36" wide (width: _____)	
9- B	X		Entrance is level <u>or</u> has exterior ramp with non-slip surface and minimum width of 36" between handrails (width: _____)	
10- S	X		Ramp has max. incline of 1:12 (length: _____ rise: _____ ratio: _____) with no more than 30' between level landings, <u>or</u> entrance is level	
11- S	X		34-38" handrails are on both sides of exterior ramp/ stairs, lower ramp railing is no higher than 4" above deck, <u>or</u> entrance is level	
12- B	X		There is a 60"x 60" level platform at entry door (size: _____) with space (~ 18") on pull side of door <u>or</u> automatic door opener used	
13- G	X		Automatic door opener available, <u>or</u> attended doorbell for assist	
14- B	X		Entrance door is 36" wide; threshold no more than beveled ½" high	
GETTING AROUND THE CHURCH				
15- B	X		Signs in entrances/ halls direct visitors and help them locate rooms	
16- B	X		Corridors are at least 36" wide and have non-glare floor surface	
17- B	X		Objects that protrude more than 4" from the wall have a lower edge no higher than 27" above the floor, or a barrier such as a planter or guard rail, to allow detection with a cane	
18- B	X		Multi-level buildings provide access to all common/ most program areas via elevator, lift and/ or ramp(s), <u>or</u> building is on one level	
19- B	X		Interior doorways have a minimum of 32" clearance and thresholds are level or are no more than ½" high and beveled	
20- S	X		Door handles to ADA bathrooms/ common areas are easy to grasp, operate with one hand (e.g. lever style) using less than 6 lbs. force	
21- S	X		Carpet pile is even, no more than ½" thick, with no or firm padding; floor mats have non-slip backing and are stable	
22- G	X		Fire alarm controls and extinguishers are no more than 48" (h: _____) from floor; visual and auditory fire alarms are in place	
23- B	X		At least one marked ADA unisex/ family restroom (<u>or</u> one stall in male & female restrooms) is accessible from each floor; has ~60"x 60" turning space with 33 – 36" high wall-mounted grab bar next to toilet extending 54" from back wall; toilet height 17 – 19" (h: _____)	
24- S	X		27" sink clearance from floor (h: _____), w/ easy to operate controls (lever style, automatic, etc.), hot water & drain pipes are covered	
25- B	X		Soap dispenser and paper towels are mounted no higher than 48" (h: _____) <u>or</u> placed on counter for access	
26- B	X		Bottom edge of at least one mirror is 40" or lower (h: _____)	

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	Y	N	Description / Guidelines (see page 4 for scoring instructions)	Explain "N" answers (additional space on p. 5)
27- B	X		Drinking fountain is no higher than 36" with easy hand controls and wheelchair clearance, <u>or</u> paper cups are provided	
28- B	X		Interior stairs/ ramps have handrails on both sides, <u>or</u> all one level	
29- S	X		Top/bottom step edges & ramp level changes marked, <u>or</u> one level	
SANCTUARY, CLASSROOMS, AND FELLOWSHIP AREA				
30- B	X		At least 1-2 level pew cuts/spaces for wheelchair users are available	
31- S	X		Wheelchair spaces are 33"x48" forward or 33"x60" side approach (size: _____), distributed throughout the room for choice in seating, with view of pulpit/ screen when others stand	
32- G	X		Chancel area and choir loft are accessible, e.g. with ramp or lift	
33- S	X		Handrail(s) provided for steps to the chancel, <u>or</u> chancel is level	
34- B	X		At least one aisle in each space is 36" wide or more (w: _____)	
35- B	X		Fellowship - e.g. potlucks, coffee hour- is offered in accessible space	
36- B	X		In fellowship area and classrooms at least one table has minimum of 27" clearance on the underside, and a maximum height of 34"	
37- B		X	1-2 sturdy chairs have armrests, seats ~18" from floor, & no wheels	No armrests
COMMUNICATIONS AND ENVIRONMENT				
38- S	X		Members are sensitized about need to minimize use of fragrances	
39- G	X		Soaps, cleaning products and other chemicals are fragrance free; candles are unscented and non-petroleum-based	
40- S	X		Projected words (e.g. song lyrics) use large font and good contrast	
41- B	X		Large print bulletin, song lyrics, & scriptures provided <i>on request</i>	
42- S		X	Braille <u>or</u> electronic documents provided <i>upon advanced request</i>	No Braille, yes to others
43- B	X		Microphone used by all speakers or comments are repeated at mic.	
44- S	X		Assisted listening system (FM and/or loop) & receivers are available	
45- G	X		ASL sign language interpreter is provided <i>upon advanced request</i>	
46- S	X		Print/ e-mailed copies of sermon provided <i>upon advanced request</i>	
47- G	X		Captions are provided / turned on for videos and other media	
ATTITUDES				
48- B	X		Accessibility measures and who to contact for questions described in bulletin, website, maps, Find-A-Church site, <u>and/or</u> signage	
49- B	X		Pastor(s), ushers, greeters, and leaders have learned and practice appropriate disability etiquette and hospitality	
50- S	X		Signs, websites, <u>and/or</u> bulletin boards offer evidence that people with visible and hidden disabilities are welcome and included in the life of the congregation, e.g. through support group info., photos	
51- B	X		Disruptions are accepted and incorporated into worship	
52- B	X		Qualified service animals (e.g. guide dogs) are welcome within the church building(s) including the sanctuary and fellowship hall	
53- B	X		Congregation works to use inclusive, person-first language in worship, e.g. people are invited to "rise in body or in spirit"	
54- S	X		Classes and programs are adapted <i>as needed</i> to facilitate active participation of children and adults with disabilities	
55- B		X	Disability Awareness Sunday ¶1265.4 observed during past 1-2 years	None provided
56- S	X		Gifts of persons with disabilities are identified and used in service, worship, and leadership roles, and to help to improve access	
57- B	X		Needs of people on special diets are considered when food is offered, including gluten-free & alcohol-free communion elements	
58- S	X		Transportation offered plus valet parking <u>or</u> parking lot assistance	
59- S		X	"Buddy" system offered for individuals needing 1:1 support	Not offered

GOALS FOR ACCESSIBILITY IMPROVEMENT FOR THE UPCOMING YEAR		Target Date
1.		
2.		
3.		
4.		
YES _____ NO _____ Request consultation from Conference Disability Concerns Committee		
Comments (continue on p. 5 or additional pages if needed):		
Signature of Pastor: <i>Ken Mahan</i>		Date
Signature of Trustees Chairperson: <i>Chester Sprague</i>		Date
Signature of District Superintendent:		Date

Date Form Completed 5/14/20 Charge Conference Date 6/15/20

PLEASE PRINT NAMES AND PROVIDE PHONE NUMBER OR E-MAIL ADDRESS:

Form completed by Ken Mahan Contact information kmahan@eumcrb.org

Contact person for church Debbie Hunt Contact information dhunt@eumcrb.org

PLEASE NOTE:

- This form is for use on existing buildings only; refer to current ADA & state regulations for construction or major remodeling projects: https://www.ada.gov/2010ADASTandards_index.htm.
- The survey should be completed by a team including a member of the trustees, and people with construction, architecture and/or rehabilitation backgrounds. Include persons with disabilities and family members, especially someone who uses a wheelchair and someone with low vision, in the process.
- Interview individuals with disabilities and family members of children and adults with disabilities to learn how welcoming your congregation is and to help set priorities.
- This is not an all-inclusive listing of ADA guidelines or appropriate accommodations, but rather represents basic first steps that a church may take to begin to implement accessibility measures.
- Resources are available through your conference Disability Concerns Committee (¶1653) and through the DisAbility Ministry Committee of the UMC at <https://umcdmc.org/resources/accessibility-and-united-methodist-churches/> (check subheadings, too) to help you plan and carry out improvements.