**Accessibility Guidance Checklist**

**How do people find your church?**

This checklist provides some basic advice you can apply to help those seeking information about the general accessibility of finding your church building.

It is easy to assume that everyone knows where your church is and what it does, especially if you are in a village setting because so often people can see the church building from wherever they are in the village.

However, in the first instance many people use the internet to find out information about a church community. The information they find can make the difference between coming to or not coming to your church.

It can be very frustrating not to be able to find basic information such as whether there is a toilet, level access or a ramp. This information should be easy to find on your website and gives the message that you have a welcoming church community.

It is not acceptable to simply to tell people to “telephone for information”. For many disabled people, talking on a telephone is difficult and stressful and therefore they may avoid doing so. If people have specific questions that are not answered by your website, they may choose to contact you to discuss them, but that should always be a case of building on the information they have first already found on the website.

In addition to your Church’s own website, if you have one, do please remember to add the same information to the Church of England’s AChurchNearYou website ([www.achurchnearyou.com](http://www.achurchnearyou.com)).

**Accessibility and Church location checklist**

Here is a checklist of information that should be easily available via your website and on [www.achurchnearyou.com](http://www.achurchnearyou.com). You can print this page off and work your way through the list as you progress.

There is further general information about what a parish website should contain on the [Communications section of the Diocesan website](https://www.elydiocese.org/parish-support/communications/).

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| Action to review | Tick if complete |
| Church Denomination listed online |  |
| Full Church Postal Address |  |
| Satnav Reference  (i.e. “use this postcode to find us”) |  |
| Online map  such as embedding a Google Map or making sure your church is clearly marked on Google maps and a link to your website is found on the Google church icon. This is normally done automatically by Google, but often there is more information you can add. |  |
| Practical direction information  such as obvious landmarks to look out for to help find a church. (i.e. “*down the little tree lined lane just past the village pub on the right hand side of the road, if heading south out of the village*”). |  |
| The “Whatthreewords” address  because it is location based, rather than postcode, this App often leads people to a very specific location that can be difficult to find when Satnav struggles. More can be found here - [About | what3words](https://what3words.com/about). |  |
| Facilities and accessibility  List as much as you can on items including: is there a car parking or a drop off area, level access or a ramp available, accessible toilet, hearing loop, large print order of service. |  |
| Contact information  for clergy, lay ministers, Churchwardens and Parish Safeguarding Officer. |  |
| What’s Happening and when?  List your main events, regular service times, opening times etc. |  |
| Helpful links  Links to your churches social media pages which might include Facebook, Twitter, Instagram or YouTube etc |  |
| How else to get involved  If someone can’t physically get to your church building, are there other options for them to take part in a service you can list? (i.e. regular Facebook prayer groups etc) |  |