

NCPD Toolkit Model - Diocese of Richmond
Planning Guide and Resources for
Inclusion Sunday – All Are Welcome!
June 15, 2008

Catholic Church and Disabilities

This year marks the 30th anniversary of the U.S. Catholic bishops' 1978 *Pastoral Statement on Persons with Disabilities*. It called for a broader integration of persons with disabilities into the full life of the church through increased evangelization, catechesis and by participation in the Church's sacramental life. The bishops reaffirmed this call to active and integrated participation in 1995 with the passage of the *Guidelines for the Celebration of the Sacraments with Persons with Disabilities* and in 1998 with the Statement, *Welcome and Justice for Persons with Disabilities*. See section titled ***Resources and Ideas to Help Plan for Inclusion Sunday, #1 Church Documents***, beginning on **page 5**.

These documents give foundation to our efforts to assist parishes in their efforts to be inclusive of persons with disabilities and their families in providing evangelization, catechetical formation and sacramental access. To further encourage the inclusion of persons with disabilities and to recognize their gifts and talents into the full life of their churches, a **Diocesan wide Inclusion Sunday is planned for June 15, 2008**. Inclusion Sunday is a 'stepping stone' or a first step in reaching out to parishioners with disabilities. Below are suggested planning steps for preparing for Inclusion Sunday Masses – **All Are Welcome!**

First Steps - April 2008

At the beginning of April 2008, letters on Inclusion Sunday go out from the Bishop to Pastors.

At the beginning of April 2008, letters on Inclusion Sunday go out from the Disability Director to the Disability Parish Advocates with a copy to the Parish Advocate's pastor. Included in the letters is this ***Planning Guide and Resources for Inclusion Sunday – All Are Welcome!*** Resources, such as information on Church Documents, a bulletin insert about June 15, 2008 Inclusion Sunday – All Are Welcome, the Gospel reading for June 15, 2008, Homily Hints, Prayer of the Faithful, Music Suggestions, and information on various disabilities see section titled ***Resources and Ideas to Help Plan for Inclusion Sunday # 3 Gospel, Homily Hints, Prayers of the Faithful, and Music Suggestions***, on **page 5**.

If your church does not have a Disability Parish Advocate(s), the Pastor may want to appoint someone to fill this volunteer position. For the Job Description, Registration forms, and information on Parish Advocate training, contact Nita Grignol, Office for Persons with Disabilities at ngrignol@richmonddiocese.org or 804 622-5260. See

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section titled ***Resources and Ideas to Help Plan for Inclusion Sunday, # 4 A***), **Resources**, on page 5.

The Disability Parish Advocate may want to consider seeking out other parishioners who would be willing to help with Inclusion Sunday.

Parish Advocates should schedule a meeting in April with their Pastor and various committees in their church, e.g. Parish Council, Liturgical Minister, Greeters, Eucharistic Ministers, Lectors, etc., see section titled ***Resources and Ideas to Help Plan for Inclusion Sunday, # 3 Gospel, Homily Hints, Prayer of the Faithful, and Music Suggestions***, on page 5.

Provide the parish committees with the following which can be found on various websites listed in the section titled *Resources and Ideas to Help Plan for Inclusion Sunday*.

- Bulletin Insert for Inclusion Sunday included with the packet of handouts. For an electronic copy, see section titled ***Resources and Ideas to Help Plan for Inclusion Sunday, Resources # 4 K***, on page 6.
- Copies of the Gospel for June 15, 2008, included in the packet of handouts. (See section titled ***Resources and Ideas to Help Plan for Inclusion Sunday, Gospel, Homily Hints, Prayers of the Faithful, and Music Selections #3***, on page 5.
- If you have not already done so, consider showing ***Open Hearts, Open Minds, Open Doors*** video/DVD to your Parish Council and staff. See section titled ***Resources and Ideas to Help Plan for Inclusion Sunday, Resources # 4C***, on page 6 for information on borrowing or ordering the above.
- Suggestions for Homily Hints, Music, Prayers of the Faithful, See section titled ***Resources and Ideas to Help Plan for Inclusion Sunday, Gospel, Homily Hints, Prayers of the Faithful and Music Selections # 3***, on page 5.
- Tips for helping individuals with disabilities participate in the Mass see section titled ***Resources and Ideas to Help Plan for Inclusion Sunday, Resources # 4 D***, beginning on page 6.
- When meeting with the committees in your church, you may want to reference ***We Walk By Faith*** and the Disability Questions and Statements in the 4 categories, Word, Worship, Community and Service. In Word, information is on pg 3, line 4 & 9, pg 4, line 25; in Worship information is on pg 8, line 12, pg 9, questions 8, 11, and 12; in Community, information is on pg 14, line 1,2,3, 12, 13, 14, 15 and pg 15, question 4, on pg 16, question 12; in Service, pg 20, lines 29,30,39,40, pg 21, question 4. To obtain a copy of ***We Walk By Faith***, see section titled ***Resources and Ideas to Help Plan for Inclusion Sunday, Diocesan Documents # 2***, on page 5.

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Begin to look for individuals who are disabled and would like to share their gifts and talents with their fellow parishioners. Enlist others in your parish to help you. If your parish has not done a survey, you may want to do a survey. These sample surveys focus on the gifts and talents people with disabilities would like to share with their church as well as what accommodations individuals may need to enable them to participate. See section titled ***Resources and Ideas to Help Plan for Inclusion Sunday, Resources, #4B***, on **page 6** for sample surveys.

All Parishes have training for lectors, Eucharistic ministers, greeters, ushers, etc. Please note that there may not be enough time to train a person with a disability to be a Eucharistic Minister, etc. Arrange for the individuals with disabilities to participate in Inclusion Sunday in another capacity, if possible. Pursue training at a later date. If the individual does not have the skills to participate in one area, then look for some other job that they can do. They may need a helper. See section titled ***Resources and Ideas to Help Plan for Inclusion Sunday, Resources # 4D*** on **page 6** for tips to help individuals with disabilities participate in the Mass.

Remember this is not showcasing individuals with disabilities but rather inviting, asking and encouraging individuals with disabilities to be part of the celebration, if they want to participate.

Next Steps - May 2008

Find out what accommodations your parishioners may need. You may want to do this via survey or by asking in the bulletin. Accommodations for blind or vision impaired parishioners can be Braille, large print; see section titled ***Resources and Ideas to Help Plan for Inclusion Sunday, Resources 4 F, page 6***. Accommodations for those who are Deaf or Hearing Impaired can be an Assistive Listening Sound System or a sign language interpreter; see section titled ***Resources and Ideas to Help Plan for Inclusion Sunday, Resources #4 G, page 6***. Accommodations for individuals who have Celiac Disease, see section titled see section titled ***Resources and Ideas to Help Plan for Inclusion Sunday, Resources 4 H, page 6***. Begin to make arrangements for accommodations.

Consider putting fact sheets on different disabilities in the church bulletins about 5 to 6 weeks prior to Inclusion Sunday. Or you may want to have copies of the Disability Fact Sheets and brochures *God Loves Your Child with a Disability* and *When Mental Illness Strikes in a Catholic Family* on disabilities at the back of the church on Inclusion Sunday. There are 6 fact sheets on: Intellectually Disabled/Developmental Disabled; Hearing Challenged; Mental Illness; Physically Challenged; Relating to People with Disabilities; Senior Adults; Special Needs Children; Visually Challenged. You may want to have individuals knowledgeable about certain disabilities speak at the end of Mass for several Sundays leading up to Inclusion Sunday. Topics could be Autism, Mental Illness, Physical Disabilities, Down syndrome, Sensory Disabilities. Fact sheets and the 2 brochures are included in the Handout section. To obtain electronic copies of the fact sheets, see section titled ***Resources and Ideas for Planning Inclusion Sunday***,

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Resources #4 I, on page 6.

Arrange for Insert on Inclusion Sunday to go in the bulletin for several weeks before June 15. * Ask committee, parishioners to do an outreach to individuals who are disabled and may not be attending Mass. Perhaps your church can invite people who are in nearby nursing homes, assisted living facilities and/or individuals with mental retardation who live in nearby group homes. See section titled **Resources and Ideas for Planning Inclusion Sunday, Resources 4 K** on page 6.

Final Steps - June 2008

Keep in contact with your Pastor and the Parish Staff.

Continue to connect with individuals with disabilities and their families.

Ask yourself, “have we missed anything?”

As Inclusion Sunday approaches, relax. Plan to “. . . **include everyone and expect everything.**” (Stated by Fr. Mike Joly, St. Joan of Arc, Yorktown, Inclusion Sunday Planning Committee.)

After Inclusion Sunday, evaluate. How did we do? What were our strengths, weaknesses, opportunities and what problems, if any, did we encounter.

* Be sure to insert your particular parish information at all 6 personalization places, before you submit it for publication.

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Resources and Ideas to Help Plan for Inclusion Sunday

June 15, 2008

1. Church Documents

Pastoral Statement of U.S. Bishops on Persons with Disabilities, 1978.

http://www.ncpd.org/pastoral_statement_1978.htm or call 800 235-8722

Guidelines for the Celebration of the Sacraments with Persons with Disabilities,

United States Conference of Catholic Bishops, Washington, D.C., 1995

<http://www.usccbpublishing.org/searchproducts.cfm> or call, 800 235-8722

Welcome and Justice for Persons with Disabilities, United States Conference for Catholic Bishops; available for download from the National Catholic Partnership on Disability, www.ncpd.org

Opening Doors to Welcome and Justice/Parish Guide, National Catholic Partnership on Disability, Washington, D.C., 1998, 800 235-8722,

<http://www.usccbpublishing.org/searchproducts.cfm>

2. Diocesan Documents

Addendum to Diocese of Richmond Sacramental Guidelines, **Guidelines to Celebrating the Sacraments with Persons with Disabilities** will be on the Office of Worship's website: <http://www.richmonddiocese.org/worship/index.htm> after April 15, 2008.

We Walk by Faith, a guide for a new journey in parish life in the Diocese of Richmond. This guide has and is providing the impetus for new ideas and great conversation. All of the categories in the guide, *Worship*, *Word*, *Community* and *Service* reference and question how we are accommodating and ministering to individuals with disabilities. Specific page numbers on disability information in *We Walk by Faith* are listed in the Steps for Planning Inclusion Sunday. To obtain a copy of *We Walk by Faith*, go to <http://www.richmonddiocese.org/wwbf/index.htm>.

3. Gospel, Homily Hints, Prayers of the Faithful and Music Suggestions.

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June 15th is the 11th Sunday in Ordinary time and the Gospel Reading is Matthew 9:36 – 10:8. For Homily Hints, Prayers of the Faithful, Suggested Music, and Tips for helping individuals with disabilities participate in Mass, see Office of Worship's website: <http://www.richmonddiocese.org/worship/index.htm> or contact Office with Persons with Disabilities or 804 622-5260.

4. Resources.

- A) For Parish Advocate Job Description, Registration Forms, and training information, contact Nita Grignol in the Office with Persons with Disabilities at ngrignol@richmonddiocese.org or 804 622-5260.
- B) Sample Surveys that welcome and encourage participation of persons with disabilities are available. Contact Office for Persons with Disabilities, Nita Grignol at ngrignol@richmonddiocese.org or 804 622-5260.
- C) For a video or a DVD of *Open Hearts, Open Minds, Open Doors*, contact the Office for Persons with Disabilities, at ngrignol@richmonddiocese.org or 804 622-5260. The Disability Office has a few copies that can be loaned out. To order a video or DVD of *Open Hearts, Open Minds, Open Doors*, contact Pathways Awareness Foundation, 1 800 955-2445.
- D) For training help for persons with disabilities who wish to participate in Inclusion Sunday go to Office of Worship's website: www.richmonddiocese.org/worship/index.htm. These suggestions were prepared by Fr. Wayne Ball, St. John's, Highland Springs and Catherine Combier-Donovan, Office of Worship, both participants on the Inclusion Sunday Planning Committee.
- E) For a samples of a survey or bulletin notice to find out what accommodations people may need in advance of Inclusion Sunday, Email or call Office for Persons with Disabilities, ngrignol@richmonddiocese.org or 804 622-5260.
- F) For Braille Resources, contact Xavier Society for the Blind at - <http://www.companysj.com/v212/xsb.htm> or phone 212 473 7800
- G) For information on borrowing Assistive Listening Devices for the hearing impaired and/ or Sign Language interpreters, email or call Office for Persons with Disabilities, ngrignol@richmonddiocese.org or 804 622-5260.
- H) For information on ordering gluten free hosts for individuals with Celiac disease www.catholicceliacs.org/
- I) To obtain fact sheets different disabilities to either put in the bulletins beginning about 5 to 6 weeks prior to Inclusion Sunday or to put at the back of the church. There are 6 fact sheets on: ***Intellectually Disabled/Developmental Disabled; Hearing Challenged; Mental Illness; Physically Challenged; Relating to People with***

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Disabilities; Senior Adults; Special Needs Children; Visually Challenged. Email or call Office for Persons with Disabilities, ngrignol@richmonddiocese.org or 804 622-5260.

J) To obtain brochures ***God Loves Your Child with a Disability*** and ***When Mental Illness Strikes in a Catholic Family*** to put at the back of the church on Inclusion Sunday, Email or call Office for Persons with Disabilities, ngrignol@richmonddiocese.org or 804 622-5260. These brochures are included in the Handout Packet and also can be ordered in quantity by calling the numbers on the back of the brochures.

K) To obtain an electronic copy of Inclusion Sunday Bulletin Insert, email or call Office for Persons with Disabilities, ngrignol@richmonddiocese.org or 804 622-5260.