



EXTRAORDINARY
LUTHERAN
MINISTRIES

Communication Accessibility Policy

Extraordinary Lutheran Ministries is committed to working against oppression and discrimination and for inclusion. As part of that commitment, we recognize that access to information can be improved so that we can communicate more effectively with larger group of people. Specifically, we recognize that inaccessible communications have limited the ability of many people with disabilities to learn about and participate in our movement. We value the gifts and participation of people with information-related disabilities, including people who are blind/visually impaired, Deaf or hearing impaired, people with mobility disabilities affecting computer use, people with print-related learning and attention disabilities, people with epilepsy, people with Post-Traumatic Stress Disorder, people with cognitive/intellectual disabilities, and all others affected by inaccessible communications such as children, people unfamiliar with the internet or computer use, people affected by illiteracy, lack of access to education, and English language learners.

To facilitate access for all, we have developed an information accessibility policy that will be the basic standard for all future communication. It includes:

- Universal access web design, per conformance to WCAG 1.0 Double A standards
- Accessible document formats for all online/E-mailed documents
- Print materials available for all printed publications in a variety of alternative formats upon request (such as large/high-contrast print, on a disc, or Braille)
- Minimum standards for print accessibility toward most-usable print design
- The use of multiple sensory inputs whenever possible
- Accessibility features on videos
- Basic communication versions of public documents with simple language
- Staff familiarity with alternate communication to be able to respond effectively to requests for information via alternative communication methods
- Statements of who to contact for alternate formats or other accessibility needs prominent on all communications

Explanations of each of these areas, as well as some technical specifications, can be obtained by emailing info@elm.org. Adopted by ELM Covenant Circle in June, 2010.