



Disability Ministry in Asia Series

Inclusive Events Guidelines

Designing Disability-Inclusive Church Events

Disability Ministry in Asia Series

A Collaboration with **GRACEWORKS**

Series Editor
Leow Wen Pin

VOLUME 1

Enabling Hearts: A Primer for Disability-Inclusive Churches

Edited by Leow Wen Pin

启动从心容纳行：教会容纳特需人士入门指南

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VOLUME 2

Enabling Communities: Bible Studies on Including People with Disabilities in Church

By Leow Wen Pin & Joanna Ong

启动社群容纳性：教会容纳特需人士的查经资料

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VOLUME 3

Koinonia Groups: Nurturing Disability-Inclusive Small Groups in Your Church

By Chew Ping Lin, Leow Wen Pin, and Jesselyn Ng

VOLUME 4

Yet I Will Not Forget You: Nurturing a Dementia-Inclusive Church

By Leow Wen Pin

VOLUME 5

Inclusive Events Guidelines: Designing Disability-Inclusive Church Events

Inclusive Events Guidelines

Designing Disability-Inclusive Church Events

VOLUME FIVE



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Inclusive Events Guidelines: Designing Disability-Inclusive Church Events

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A Word to the Churches

Bishop Philip Lim

President, National Council of Churches of Singapore



When the team from Koinonia Inclusion Network (KIN) first approached me to write the foreword for these Inclusive Events Guidelines, I had no hesitation in affirming that this is a very much-needed resource for our churches. Its vision is both timely and deeply aligned with the heart of the gospel.

We live in a society that is fast becoming more disabled, especially in light of our ageing population. The Church is no different. In increasingly more churches across the island, people with special needs are attending worship services, small groups, and church events in greater and greater numbers. We must welcome and disciple them well.

In the Gospel of Mark, we are reminded that, when the paralysed man was healed, he rose up and walked out “before them all, so that they were all amazed and glorified God” (Mark 2:12). His restoration was not hidden away, but a public testimony that drew the community into worship. Likewise, in John 9:3, when Jesus’ disciples asked about the man born blind, Jesus answered, “It was not that this man sinned, or his parents, but that the works of God might be displayed in him.” Disability, in these accounts, is not portrayed as an interruption to God’s purposes, but as a context in which His works can be revealed.

These passages reshape how we view inclusion. They call the Church to not merely accommodate people with special needs, but to recognise that every member of the Body of Christ bears witness to the works of God. Therefore, inclusion is not simply about granting people with special needs access to physical spaces. Rather, it is about creating faith communities where the glory of God is displayed in the diverse lives of all His people.

Over the past seven years, KIN has faithfully partnered with a multitude of churches across denominations to welcome and include persons with special needs as disciples and disciple-makers. As part of their strategy to equip and resource the Church, they have developed this practical resource that provides a simple framework for creating events that are not only accessible, but also foster the belonging of persons with special needs and promote their meaningful contributions. It reflects the conviction that persons with special needs are not only recipients of ministry, but co-labourers in it.

It is my prayer that the guidelines shared in this booklet will help all member churches of the National Council of Churches of Singapore to become more inclusive of people with special needs. May these guidelines not only shape how we conduct our events, but also shape the purpose behind those events: to make disciples of all peoples—including those with special needs—to the glory of God!



1

Introduction



*“For just as the body is one and has many members,
and all the members of the body,
though many, are one body,
so it is with Christ.”*

1 Corinthians 12:12 (ESV)

You have probably picked up this booklet because you are part of a church or parachurch organisation running an event that wishes to include persons with disabilities. We are glad you have done so! We hope that the process of making your event inclusive will be a learning journey, resulting in many blessings for you and for persons with disabilities.

Before we get any further into this booklet, we must make two important observations:

Firstly, throughout the booklet, you will notice that the terms ‘disability’ and ‘special needs’ are being used interchangeably. The terms are not inherently equal or have the same definition, and we respect the unique experiences of each and every person with special needs whom we interact with. We encourage you to **speak with and get to know the people with special needs in your church, in love**, to find out how they would like to be addressed.

Secondly, disability does not just reside in the bodies of persons with disabilities. **Disability can also be the result of the culture, practices, and built environment of churches.** For example:

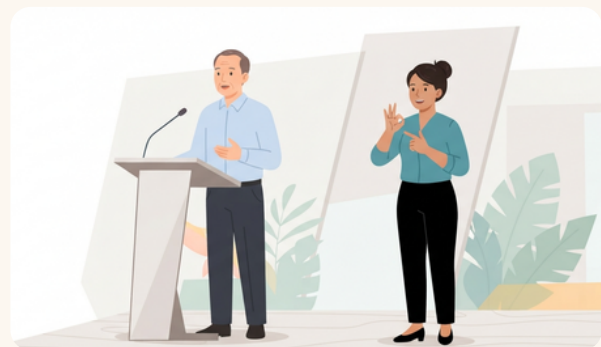


Culture

A church that views all disability as sin will make persons with disabilities feel like second-class citizens.

Practices

A church that associates worship only with singing will make the Deaf feel like their worship is deficient.



Built Environment

A church that does not have a ramp up the stage in the worship hall will exclude wheelchair users from being able to serve on the stage freely.

If we recognise this, we acknowledge that developing an inclusive church event involves transforming our culture, practices, and built environment so that they no longer disable persons with disabilities. It is not about “doing charity” for them. Rather, **it is about reshaping the way we organise our events so that every Christian can participate, belong, and flourish together.**

The reality is that our brothers and sisters with disabilities are **needed** within the Body of Christ. So, when they are welcomed and included in the Church’s events, everybody benefits from their presence. In fact,

We can only fully be “the Church”
when everyone whom God has called
is present.

While it might be costly to make various changes to support the participation of believers with disabilities, it is far more costly if they are absent. The cost of excluding them is an incomplete Body of Christ!

Inclusion, therefore, **is not about “us” making changes for “them”, but about discerning how “we altogether” can live as one united Body.**

We hope that the insights presented in this booklet will be found useful.

It is our prayer that God will greatly bless your journey of disability inclusion.

2

The 3Ps of Inclusive Event Planning

When planning for an inclusive event, we encourage you to consider three broad dimensions:



Principles

The degree of inclusion exhibited by the event. Specifically, how do persons with disabilities experience Access, Belonging, and Contribution (ABC principles)? Or is only access prioritised?



Participants

The types of disabilities catered for in an event, e.g., wheelchair access, Deaf interpretation, sensory needs. Given real world limitations, an event may not be able to cater to all forms of special needs.



Plans

The areas of event planning and execution that take the inclusion of people with special needs into account. Such areas include: registration, planning, transport, venue, content and programming.

The remaining three sections of this booklet will elaborate on each of these dimensions.

**Inclusion is not about
us
making changes for
them
but about discerning how
we altogether
can live
as one united Body.**

3 Principles



But God has so composed the body, *giving greater honour to the part that lacked it*, that there may be no division in the body, but that the members may have the same care for one another.

1 Corinthians 12:24–25 (ESV, italics added)



An event that is inclusive is not merely one where persons with disabilities are present. KIN proposes three principles (**ABC**) to guide an event that desires to be inclusive.¹ An inclusive event seeks to ensure everyone experiences:



¹ Adapted from Leow, Wen Pin, “Being a Disability-inclusive Church,” *Koinonia Journal*, 1, no. 3 (2025): 1–9.

A ACCESS

Persons with disabilities **have equal access** (relative to the other participants) to the event. Churches need to take the initiative to be accessible. You may refer to the [Universal Design approach](https://universaldesign.ie/about-universal-design/)² for more information on providing access.



EXAMPLES

1. They can enter all areas where other participants are able to go.
2. They can participate in all programmes which other participants can join.

B BELONGING

Persons with disabilities feel that they **belong at the event and do not feel like second-class citizens**.



EXAMPLES

1. When accessing a venue or finding a seat, they are not forced to enter or sit only at a selected area (e.g., back door, separate room).
2. Persons with disabilities are intentionally invited and given the necessary support they need in advance to access the event safely and comfortably.
3. There are volunteers to welcome, befriend, and follow-up with persons with disabilities and their families before, during, and after the event.

² <https://universaldesign.ie/about-universal-design/>



CONTRIBUTION

Persons with disabilities are **empowered to contribute and serve** at the event.³ They are not treated simply as passive recipients.



EXAMPLES

1. Multiple modes of participation are provided. A person who cannot move their hands is not expected to clap, but can instead use his feet to tap, or his voice to shout “Amen!”.
2. Before and after an event, persons with disabilities are consulted for their insights and feedback on how to make the event more inclusive, as well as presented with opportunities to serve.

“Rather, speaking the truth in love, we are to grow up in every way into him who is the head, into Christ, from whom the whole body, joined and held together by every joint with which it is equipped, *when each part is working properly*, makes the body grow so that it builds itself up in love”

Ephesians 4:15–16 (ESV, italics added)

³ Paul reminds us that every member of the Body of Christ is called to serve. Churches must hence enable each individual, including persons with disabilities, to do so. We must never assume that they have nothing to give.

Many inclusive event guidelines focus primarily on accessibility. However, because our standards are grounded in God's priorities and His design for His people, **churches are invited to go beyond mere access, striving instead to foster belonging and contribution as well.**

There are different forms of accessibility. For instance:

- Physical access is more than ramps. It may include seating flexibility and spaces for movement.
- Cognitive access includes using simpler language, visuals, **Easy Read**⁴ formats.
- Process access relates to policies, culture, and how we do things.



THINK

Have we relooked at our policies and culture to enable access?



FURTHER READING

"Being a Disability-Inclusive Church"
by Rev. Leow Wen Pin
— *Koinonia Journal* 1, Article 3 (2025)



⁴ See www.learningdisabilities.org.uk/learning-disabilities/a-to-z/e/easy-read

Belonging is not just being present.

It means being...

accepted

known

befriended

loved

missed

How are spiritual friendships developed from the programmes you have planned?

4 Participants



What a joy when fellow brothers and sisters in Christ, with and without disabilities, can gather! Persons with disabilities are an essential part of the Body of Christ, bringing many valuable gifts and insights. They must not be neglected simply because of their apparent “disabilities”. As Paul reminds us,

“the parts of the body that *seem* to be weaker are indispensable”

1 Corinthians 12:22 (ESV, italics added)

People with special needs are highly diverse. It is important for you (the event planner) to have a general sense of this diversity, the possible range of needs, and the kinds of support needed by different individuals.

In the next section, we have illustrated some guidelines for the categories shown below:



Mobility difficulties



Blind or low vision



Deaf or hard of hearing



Sensory sensitivities



Cognitive & learning



Mental health & socio-relational



PEOPLE WITH MOBILITY DIFFICULTIES

Mobility difficulties can make walking around or certain movements challenging, and some people may use wheelchairs or walking aids. These needs are not unique to individuals with disabilities—elderly participants may also require similar considerations.

- Design the space to be physically accessible to wheelchair users. Accessibility considerations include:
 - Ramps (at a gradient of less than 1:12) and/or lifts
 - Accessible toilets
 - Levelled flooring
 - Wide pathways (at least 1.2m) that are unobstructed
 - Accessible car park lots
 - Tables with sufficient clearance underneath to accommodate wheelchairs comfortably
 - Doors that are automatic, or secured in an open position to allow independent entry and exit
- When providing materials and activities, place them at table height and within arm's reach. It would be ideal if activities can be completed with one hand, or if there are multiple ways to participate.
- When catering food, include options that are easy to eat (e.g., items that do not require de-shelling), along with providing forks, spoons, and straws.
- Consider that participants will have difficulty with movements such as standing, using their limbs during activity, or moving around rapidly during transition periods.



HELPFUL TIPS

Sometimes, there is the tendency to place accessible seats at the back (where persons with disabilities may be obstructed when others stand) or right at the front (where they may feel very self-conscious). A more inclusive approach is to **offer seating options distributed throughout the venue**, creating space for greater choice and dignity.



PEOPLE WHO ARE BLIND OR WITH LOW VISION

Blindness or low vision occurs on a spectrum, and different types of support can help one navigate the environment—e.g., some may use the white cane, braille, or guide dogs.

- Provide access to visual content (e.g., PowerPoint slides) through the form of braille documents, e-copies of documents, or audio descriptions.
- Factor in low vision friendly modes for materials produced, e.g., screen reader accessible, alternative text (alt text) for images, high contrast visuals, and large prints.
- Speak clearly and use specific language, e.g., “on your left” instead of “over there”.
- Provide multi-modal ways of communicating information. If an image is used to make a point, describe the image.
- If there are steps leading to a venue, seek to put in place step markings, railings, and/or ushers to guide participants.
- Provide space and a conducive environment for service animals, e.g., guide dogs. Service animals can be identified by their use of working harnesses. Make available facilities such as food, water, and toileting areas. Educate fellow participants about etiquette regarding service animals, e.g., not touching or petting them as they are working.



HELPFUL TIPS

It is important to ask persons with low vision what the best form of support is for them. For example, **not all people who are blind understand braille.**



PEOPLE WHO ARE DEAF OR HARD OF HEARING

Hearing loss occurs on a spectrum. While some individuals benefit from the use of assistive devices such as hearing aids or cochlear implants, some may use sign language interpretation.

- Provide access to information that is delivered orally (e.g., a sermon) or through audio (e.g., music). Access is typically given through sign language interpretation, closed captions, subtitles, and visual announcements.
- Make available ahead of time prepared scripts and/or notes so participants have ample time to make their own preparations.
- Use written or typed text, live transcription tools, clear and paced speech, and/or sign language where appropriate during small group discussions for groups that have deaf participants.
- When there are timed activities (e.g., group work, tea break), show a visual timer on the screen. When the time is up, provide a visual cue, such as blinking the lights (in addition to audio cues).
- For individuals who require sign language interpreters, arrange for seats that have a clear view of the interpreters. Make arrangements for interpreters to remain visible even when lights are dimmed.
- For venues equipped with induction loop systems, aim for the loop to effectively amplify speakers' voices for participants using hearing assistive devices by testing the audio in advance.
- Allow individuals to choose a seat that provides the most comfortable sound and line of sight for their needs.



HELPFUL TIPS

Sign language, like spoken language, is unique to each country and culture. In Singapore, **Singapore Sign Language (SgSL)** is most commonly used by the Deaf community.



PEOPLE WITH SENSORY DIFFERENCES: HYPERSENSITIVITY

Hypersensitivity causes one to register sensory input more intensely than others. As a result, they may be overwhelmed by the physical environment. When planning your event, consider the following sensory areas:

Sight

- Avoid bright, flickering, or strobe lighting. Choose lighting that is steady and sufficiently bright without being harsh. Where possible, position lights to avoid shining directly into participants' eyes.
- Minimise overly busy visual patterns and overly bright colours that could be visually overwhelming.

Sound

- Keep music and sound at a moderate volume. Conduct a sound check beforehand to offer clarity without excessive loudness, and factor in possible echoes in enclosed spaces.
- Avoid situations where multiple people are speaking at the same time.

Touch

- Be attentive to the seat texture—some fabrics or textured surfaces may cause discomfort. Provide alternative seating options (e.g., plastic or cushioned chairs).
- Avoid overcrowded layouts that require close physical contact.

Smell

- Strong scents from perfumes, cleaning products, or food may be uncomfortable for some individuals. Where possible, ventilate the space before the event.
- Consider also providing disposable face masks.

Taste

- Where food is provided, offer a variety of flavours and textures. An option is to balance strong flavours (such as spices) with milder options (e.g., plain rice or bread).
- Where possible, provide food descriptions to help participants make informed choices.

- Conduct an audio and visual check before the event, with the aim that sound, lighting and images are calibrated at optimal levels.
- Consider arranging a **calm room** (i.e., a quiet, low-stimulation space) where people with sensory differences can rest and regulate. Such a space is most supportive when it has soft lighting, minimal noise and comfortable seating.
- Prepare a **sensory map** that indicates spaces of extremely strong stimuli, and where one can take a break from sensory inputs (for lighting, sound, touch). Refer to [Historic England's guide](https://historicengland.org.uk/advice/inclusion/make-heritage-accessible/sensory-map/)⁵ on how to create a sensory map.

⁵ See <https://historicengland.org.uk/advice/inclusion/make-heritage-accessible/sensory-map/>



PEOPLE WITH SENSORY DIFFERENCES: HYPOSENSITIVITY

Hyposensitivity, on the other hand, makes one less responsive to sensory input than others. When planning your event, consider the following sensory areas:

Sight

Use bold visual cues such as high colour contrast, and incorporate movement with visuals through the use of banners, boards and gestures.

Sound

Use a variety of auditory mediums, such as music and bells, in addition to verbal cues. Ensure that volume levels are sufficiently loud.

Touch

Provide fidget tools to aid in sensory regulation (e.g., fidget cubes, stress balls). These items can be placed at an accessible area for participants.

Smell

Consider having mildly scented items to designate certain areas or activities (where appropriate).

Taste

Offer a food menu with a variety of flavours (e.g., spicy, sour, sweet) and textures (e.g., mashed, crunchy).

- People with hyposensitivity generally need stronger and more obvious environmental cues for their bodies to respond adequately and stay engaged.
- Consider combining multiple sensory cues. For example, instead of only giving a verbal instruction, combine it with gestures as well as clear written instructions.
- Provide a variety of sensory experiences, while giving the flexibility for participants to choose what works best for them. Consider incorporating movement breaks and activities, or allowing participants to stand and walk around during the programme so that they can remain engaged.



HELPFUL TIPS

Where possible, select a **sensory-neutral environment** to provide a generally comfortable venue for all participants. Then, balance the accommodations according to participants' needs and find a "just right" experience that allows everyone to engage meaningfully.



PEOPLE WITH COGNITIVE IMPAIRMENT OR LEARNING DIFFICULTIES

Cognitive impairment or learning difficulties impact one's ability to process new information. Tasks that rely on reading long text or answering complex questions can be challenging.

- Design content pitched at an appropriate level of understanding. When Bible verses are used, the **Easy-to-Read Version (ERV)**⁶ is highly encouraged.
- Consider incorporating pictorial icons to supplement text, and present the information with clear visual structures.
- Consider activities that do not just engage the intellect but other aspects of the human experience.
- Where feasible, arrange for facilitators to guide participants who need additional support in understanding and completing activities.
- When giving instructions, especially in a large group setting, give a maximum of one to two instructions at a time.
- Provide note-taking and/or visual recording services that help participants to revisit and review what they have learned. Notes can be provided in **Easy Read**⁴ format.



HELPFUL TIPS

By adopting a more holistic approach that does not rely solely on intellectual engagement, events can become more accessible to children and older adults experiencing cognitive decline.

⁶ See www.biblegateway.com/versions/Easy-to-Read-Version-ERV-Bible/



PEOPLE WITH MENTAL HEALTH OR SOCIO-RELATIONAL CHALLENGES

Mental health or socio-relational challenges can affect thinking, emotions, and social interactions. Programme flexibility and social support can help participants to engage comfortably.

- Provide sufficient personal space and comfortable seating, and avoid crowded and tight spaces.
- Allow participants to choose their seats.
- Be attentive and sensitive to the needs of these participants. Some may prefer minimal interaction or a quiet space during the event.
- Appoint facilitators—clearly identifiable by name tags or attire—who can sit with and support participants who require assistance during the event.
- Plan programmes that allow for different types of engagement. Allow flexible participation, where participants can contribute at different levels.
- Allow participants to leave and re-enter the venue as needed.



HELPFUL TIPS

Organise activities that respect individual differences and personal boundaries.

4 PARTICIPANTS

Given the diversity of people with special needs, it may not be possible for you to address every type of impairment. It is more important to understand the needs of the actual participants who will be attending your event.

Hence, the key task is to initiate conversations with participants about any support or accommodations they may require.

Your sincerity and desire to understand their needs will be appreciated. Some participants may bring their own support systems and may simply wish for the empathy and understanding of the event planners and other participants.



THINK

How do we foster belonging and enable contribution for different groups of participants?



EXAMPLES

1. For someone with visual impairment, it may be using less visual materials and more verbal guidance to enable their participation in the programme.
2. For someone who is Deaf, enablement may involve providing a sign language interpreter so that they are able to share their thoughts.



FURTHER READING

Enabling Hearts: A Primer for Disability-Inclusive Churches — Chapters 11–17



In all your planning, remember...

**God desires mercy,
not perfection.**



5 Plans



After understanding the key principles of inclusion and your participants, it is time to allow the information that you have gained to shape your event planning. This section provides considerations and actions in the form of **checklists** for organising different aspects of an event. As you use the checklists in this section, do note these important caveats:

1 Not all items must be checked off the list, and they are not in sequential order. It is more important to **address the needs of the actual participants** who are attending your event.

2 The items in these checklists provide a **practical starting point for inclusion** in your event. Moving beyond access towards true belonging and meaningful contribution requires thoughtful and creative adaptation to the specific context of each event.

3 The purpose of these checklists is to cultivate **empathy and understanding** for persons with disabilities; they are not to be applied mechanically. Meaningful inclusion requires us to have conversations and build loving and trusting relationships as we plan the programmes.

5.1 Organising (The Big Picture)

5.2 Marketing & Registration

5.3 Physical Accessibility

5.4 Transportation

5.5 Programming

5.6 Content & Materials

5.7 Online Accessibility

5.8 Post-Event Activities



THINK

As we run through our plans, let's reflect on our motivations for disability inclusion. How can we convey the heart of inclusive event planning so that people understand the purpose behind the actions, not just the actions themselves?



ORGANISING (THE BIG PICTURE)

Mark a box to check it off.

I have...

- ☐ Read through this booklet to understand what an accessible event could look like.
- ☐ Provided the best possible support for disability inclusion and accessibility for the event (see [Section 4](#)).
- ☐ Appointed a point person for disability inclusion for the event.
- ☐ Appointed suitable persons with disabilities as part of the organising committee, especially for issues concerning disability inclusion.
- ☐ Considered the different roles that persons with disabilities can lead on the event day itself, taking into account their interests and giftings.

The point person for disability inclusion has...

- ☐ Given ample time for disability inclusion planning.
- ☐ Empowered the different functional heads within the organising committee to consider planning for disability inclusion.
- ☐ Scoped the extent of disability inclusion for the event and set aside sufficient budget for ensuring disability inclusion (both as a distinct line item and included in other budget line items).
- ☐ Advocated for funding support for participants with disabilities and their caregivers (e.g., extending discounts).
- ☐ Conducted pre-event briefings on disability etiquette for all staff who may interact with persons with disabilities.
- ☐ Assigned befrienders who are clearly identifiable from their attire to help persons with disabilities during the event.

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MARKETING & REGISTRATION

Mark a box to check it off.

I have...

- ☐ Provided event marketing materials in a variety of media (e.g., print, social media, broadcast).
- ☐ Made clear what accessible services are available at the event.
- ☐ Appointed a point person for registration whom registrants with disability can enquire with and find out more information.
- ☐ Accounted for registrants to indicate what kinds of support they need and that requests are followed up upon (even if the required additional support cannot be centrally-provided) e.g., "Do you have any other accessibility requirements we must be aware of to help you fully participate in the event? If you have indicated your requirements above, would you be agreeable for us to reach out to you to discuss your accessibility needs in more detail if necessary?"
- ☐ Provided a synopsis of the event so that registrants can raise concerns and plan early for their own support if needed.
- ☐ Provided marketing materials and registration forms in an accessible electronic format that allows accessibility functions to be used e.g., text-to-speech screen readers and changes in font size and colour.

If there is a registration counter during the event, recognise that it is the first point of contact for all participants with various disabilities. Hence, I have...

- ☐ Designed it at an accessible height for wheelchair users.
- ☐ Stationed a sign language interpreter for Deaf participants.
- ☐ Provided a priority lane for persons with disabilities.
- ☐ Put together an **accessibility map** with accessible pathways and toilets clearly identified and labelled.

5.2

5.3

5.4

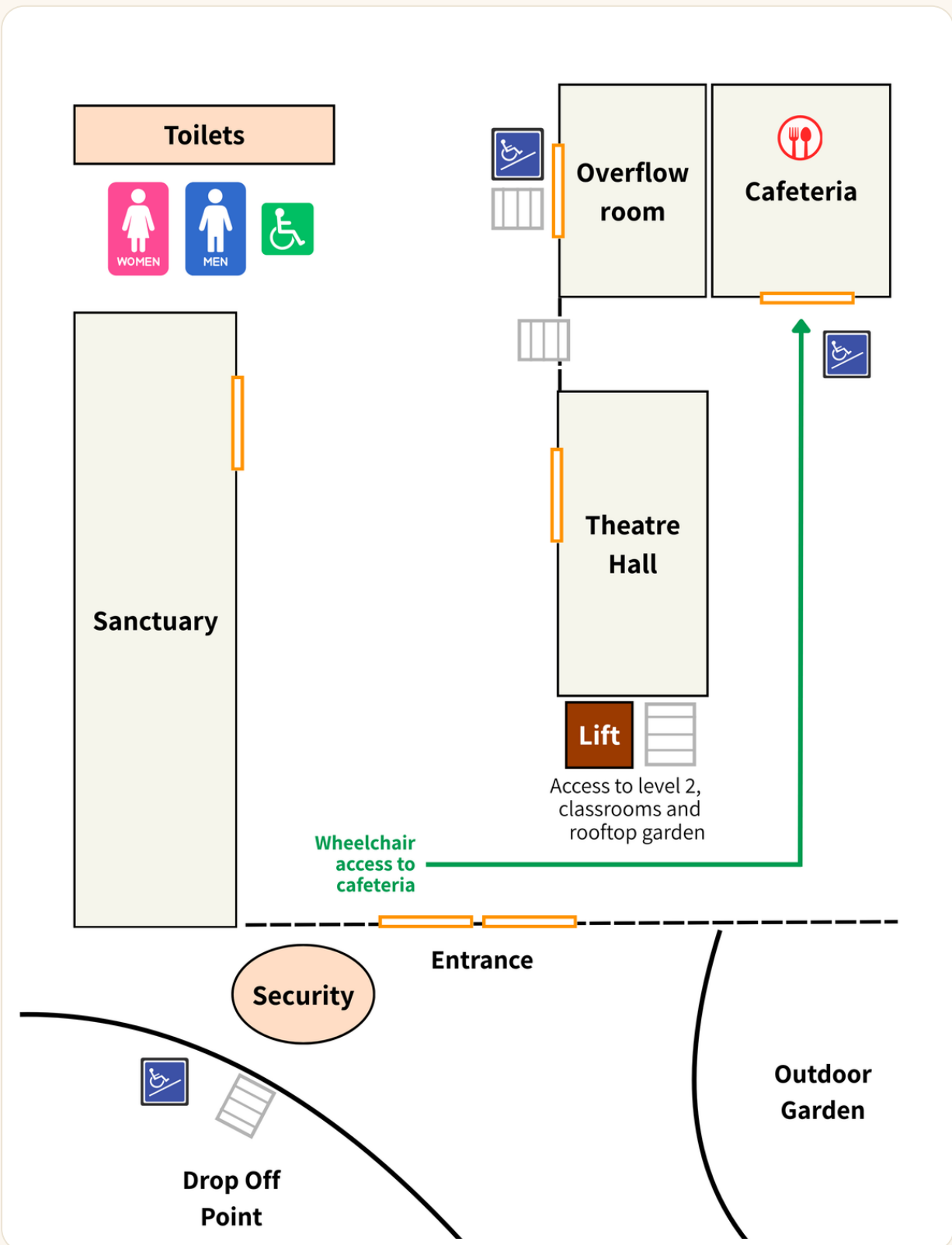
5.5

5.6

5.7

5.8





An accessibility map is a visual guide that shows pathways for persons with disabilities to navigate a space.



PHYSICAL ACCESSIBILITY

Mark a box to check it off.

I have...

- ☐ Done a detailed check of the venue led by the point person for accessibility.
- ☐ Provided a variety of options where persons with disabilities (especially wheelchair users) can sit.
- ☐ Reviewed the emergency plan which takes into consideration participants with disabilities.
- ☐ Chosen a venue which has induction hearing loops, or provided a portable induction loop system for participants who are hard of hearing.

For signage, I have...

- ☐ Printed signage in large print, in contrasting colours, with clear labelling.
- ☐ Put up signage indicating directions to all event areas.
- ☐ Placed signage around 1.5 m above floor level (avoid hanging signage from ceilings as these are often outside the sight lines of persons with limited vision and wheelchair users).
- ☐ Placed signage perpendicular to the direction of travel (not parallel).
- ☐ Included braille and/or tactile markings on signages.

For catering, I have...

- ☐ Laid out the food and drinks such that wheelchair users can easily reach what is provided.
- ☐ Clearly labelled all foods provided.
- ☐ Considered accessible food options, e.g., ushers to assist with serving, or pre-packed bento meals.





TRANSPORTATION

Mark a box to check it off.

I have...

☐

Chosen a venue with accessible public transport options.

☐

Conducted a recce of the route from major public transport hubs to the venue to identify barriers and provided means to overcome those barriers.

☐

Ensured there are clearly identifiable vehicle drop-off points close to the venue entrance.

☐

Provided sufficient reserved parking spaces at the venue for persons with disabilities who require convenient access to the venue.

☐

Communicated information about transportation accessibility so that participants with disabilities and/or their caregivers can plan ahead.

5.1

5.2

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5.8





PROGRAMMING

Mark a box to check it off.

I have...

- ☐ Briefed all event staff about disability etiquette and have received training on how to create accessible presentations (see [Section 5.6](#)).
- ☐ Checked with invited speakers with disabilities (if any) about their needs for accommodation.
- ☐ Included invited speakers with disabilities (if any) during the sound and lighting test, ensuring stage arrangements are comfortable for them.
- ☐ Scheduled adequate breaks during the programme to allow persons with disabilities to tend to their needs whenever they need to.

For caregivers of persons with disabilities, I have...

- ☐ Considered the option of live-streaming for caregivers who have registered but are not able to make it. The link can be sent to them the day before the event. This provides them an opportunity to still be part of the event.
- ☐ Thought through options to provide helpful respite care for caregivers (e.g., Sunday School, babysitting, volunteer buddy to persons with disabilities) so that they can participate fully in the event.
- ☐ Given the necessary accommodations and support to caregivers who remain with the persons with disabilities during the event.

5.1

5.2

5.3

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5.5

5.6

5.7

5.8





CONTENT & MATERIALS

Mark a box to check it off.

For content produced, I have...

☐

Kept all designs simple and used generally short sentences.

☐

Promoted readability by using:

- Simple and clear sans serif fonts (e.g., Arial)
- Large font size
- Wide margins
- Non-justified paragraph alignments (e.g., left-aligned)
- At least single line spacing
- High contrast colours
- Bold or underline for emphasis (rather than italics or upper case)
- Spiral bindings to allow the materials to lie flat
- Matte finishing to reduce glare

☐

Complemented written information with matching images.

☐

Provided all materials in an accessible electronic format that allows accessibility functions to be used (e.g., text-to-speech screen readers with editable font sizes and colours, avoiding scanned documents, when possible).

5.1

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5.7

5.8





ONLINE ACCESSIBILITY

Mark a box to check it off.

For event components that are online, I have...

- ☐ Ensured that they are [WCAG 3.0](https://www.w3.org/TR/wcag-3.0/)⁷ compliant.
- ☐ Provided alternative text (alt text) for any images used so that participants with low vision can have a description of those images.
- ☐ Provided closed captioning services and/or sign language interpreters for participants who are hard-of-hearing.
- ☐ Considered providing summarising services for participants with cognitive challenges.
- ☐ Established strong internet connection for high-quality sound and visuals, as poor-quality transmission may make it even harder for participants with disabilities to access the programme.
- ☐ Requested speakers to avoid dressing in overly patterned clothing, and to speak against a plain backdrop.

⁷ www.w3.org/TR/wcag-3.0/





POST-EVENT ACTIVITIES

Mark a box to check it off.

I have...

☐

Sought feedback from persons with disabilities through accessible feedback-gathering methods to inform improvements for future events.

☐

Implemented necessary steps to keep in touch and follow up with persons with disabilities and their families, so they can be a part of future events.

☐

Sent the materials (e.g., PDF of slides, video recordings) to persons with disabilities and their families who have registered but were absent on the event day.

Contribution is God's call for every member of His Body.

Persons with disabilities aren't only given to us
as recipients of care.

Sometimes, their gifts are unconventional.

We only see them when we slow down,
know them deeply,
and make room.

5.1

5.2

5.3

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6

Conclusion

You have come to the end of this booklet. We hope you have found the **3Ps** of inclusive event planning useful, and that you will find greater confidence and joy as you seek to make your events inclusive for people of all abilities. Thank you for your heart to help them belong and flourish together in the church community!



**The Lord bless you and keep you;
the Lord make His face shine on you and be
gracious to you;
the Lord turn His face toward you
and give you peace.**

Amen.

About Us



The **Koinonia Inclusion Network** is a disability mission organisation that enables the Church to welcome and disciple people of all abilities. It does so through partnering churches by equipping, resourcing, and connecting them in their inclusion journey.

Connect with us to build partnerships and strengthen disability ministries and missions in the local church and across Asia.

To find out more, visit kin.org.sg



Support KIN's mission to enable the Church to welcome and disciple people of all abilities. Give today.



The **Centre for Disability Ministry in Asia** is KIN's research and publication unit, dedicated to the mission of producing context-relevant resources to enable disability ministry in Asia.

To find out more, visit kin.org.sg/get-resourced

REFERENCES & SPECIAL THANKS

With Gratitude

While many of the insights in this document are drawn from the experience of KIN's ministry, it is also substantially adapted from the guidance provided in other documents.

- 1** *Accessibility Guidelines for the Fourth Lausanne Congress on World Evangelization*. Lausanne Disability Concerns Issue Networks. 2023. (Unpublished Manuscript.) Our gratitude goes out to the Lausanne Movement's Catalysts for the *Disability Concerns Issue Network* for allowing us to use their guidelines as the underpinning of this booklet.
- 2** *Organising Inclusive Events: A Practical Toolkit to Build Social Inclusion*. Produced by National Council of Social Service (Singapore). 2020. We thank the National Council of Social Service for consistent thought leadership in this area in Singapore.
- 3** *Dimensions of Belonging*. By Prof Erik Carter. Adapted into *Enabling Communities: Bible Studies on Including People with Disabilities in Church*. Produced by KIN. 2021.
- 4** *An Inclusive Church Checklist*. From *Enabling Hearts: A Primer for Disability-Inclusive Churches*. Appendix. Produced by KIN. 2021.

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Inclusive Events Guidelines

Designing Disability-Inclusive Church Events

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Koinonia Inclusion Network

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