

Tangible:

Forms & paperwork:

- Include the name of use (in addition to any request for a 'legal' name)
- Include pronouns (does not use 'preferred pronouns')
- Include gender/sex options beyond female/male (or do not ask for gender/sex at all)
- Include partnership status and relationship options (include legally recognized and other forms of partnerships)
- Include gender-neutral honorifics (e.g. Mx. in addition to Mr., Ms.)
- Emergency contact asks for the relationship to the client

Office/records:

- System for recording name of use and pronoun(s)
- Name tags/postings include pronouns for all staff and leadership
- Consent forms/contracts include gender identity/expression non-discrimination pledge
- People have an anonymous way to express concerns, grievances, complaints, feedback
- Anti-bias policy explicitly includes gender identity and gender expression, sexual orientation
- Transgender and non-binary employees can smoothly transition on the job
 - A written policy exists, delineating rights, practices, and protocols for an employee transitioning on the job
- Transgender and non-binary staff/volunteers have access to bathrooms in line with gender identity and/or all-gender restrooms
- Information provided for background checks is kept confidential [Note: prior names. This information will not impact hiring]
- All forms are kept confidential that may include information about a staff person's sex assigned at birth, former name, etc.
- All staff, leadership, and volunteer orientation includes training on transgender and non-binary cultural competency and addressing bias

Advertising/Publicity/Website:

- Language and pronouns reflect all genders
- Websites/name tags/postings include pronouns for all staff
- Explicit (gender identity/expression) non-discrimination statement included
- Service exclusions, if any, are explicitly stated
- Colors/subjects are not skewed toward one gender
- Human images are diverse
- Topics appeal to people of various genders, races, interests
- Trans and/or LGBTQ+ and/or progressive rainbow signs displayed

Building:

- Equal access to all gender restrooms [labeled clearly]
- Menstrual products are available in all bathroom (does not use “feminine products”)
- Colors and art are not skewed toward one gender
- Non-harassment policies explicitly include bathrooms
- Has visible LGBTQ+ and/or Trans flag

Library/bookshelves:

- Trans/LGBTQ+ books displayed for all ages
- Books on other types of diversity displayed for all ages
- Included in little free library

Events:

- Formation/retreats/events equally and explicitly include transgender and non-binary
- Acknowledges Pride Month, Transgender Day of Visibility, Transgender Day of Remembrance, Coming Out Day

Expansive Liturgy:

- Milestone: Wedding, Baptism, Name-change liturgy
- Changing brothers (& sisters) to Kindred, Siblings, Beloved
- Using gender-expansive names for God
- Add collects for Queer or gender-expansive Saints
- Gender-expansive blessings for Mother and Father's Day

Youth & YA events:

- A policy is written that addresses room/roommate placements for trans and non-binary
- Ensure there is equal access to restrooms (locations have all-gender options)
- Volunteers/Staff are trained on non-discrimination policies related to gender identity/expression and sexual orientation

Intangible:

Participation and Engagement:

- What has been our experience working with, showing up for, or serving diverse communities?
- Do you attend, participate, or involved with LGBTQ+ events
- Do you have relationships with LGBTQ+ organizations and community groups
- What have been positive experiences:

- Check: What did it feel like?
- How do you do more?
- What have been negative experiences:
 - Check: What did we learn?
 - Check: What was the problem? Was it rectified?
 - Check: What new procedures can be put in place?
- If you do not have any experience:
 - Check: Why?
 - Check: Who was turned away?

Paying attention to personal attitudes/tones:

- What is your reaction when issues that affect trans and non-binary people are discussed at meetings, come up in sermons, or conversation?
 - What is your body language?
- Do you have an understanding of what might be invasive curiosity questions?
 - If not, who would you ask?
- How are you regularly educating yourself on issues that affect the LGBTQ+ community locally and nationally?