

# + *Archdiocese of Washington*



Center for Deaf Ministries  
7202 Buchanan Street  
Landover Hills, MD 20784  
301 459 7464

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## Interpreting Services Client fact sheet

Initial Fee: \$100 (up to 2 hours)

Hourly Rate: \$50 each additional hour

**Reserving an Interpreter:** The Archdiocese of Washington has a pool of Interpreters who contract with us on an hourly basis. These Interpreters are Free Lance and many most have full time jobs and help when they can, on the side. Two weeks advanced notice is required when making a request for services. However, we recognize that is not always possible in the case of funerals and emergencies. The following information will be required when processing your request:

- The date, time, type of setting and length of the assignment.
- The assignment address, on-site contact person and telephone number.
- A detailed description of the assignment. It is helpful to know how many people will be participating, the general subject matter, and any information particular to your office/Parish environment.
- The names and communication preference of the consumers. Preference may include: ASL (American Sign Language), Contact Signing (PSE), Signed English, Cued Speech, Oral, or Tactile (Deaf/Blind).
- Your complete billing address, purchase number (where applicable) and name of person responsible for billing.

- When planning your event/liturgy, remember that good lighting and clear sight lines are important.
- The interpreter should be given a copy of all texts used in the service in advance. These include the readings, petitions, lyrics for all songs, commentary and, if possible, the homily. Translation of any foreign language text (e.g. Latin or Spanish) should be made available as well. An interpreter may wish to have a music stand during the service to enable quick reference to a text.

**Cancellation Policy:** Clients will be billed in full for any assignments not cancelled with **two full business days'** notice remaining before the date of the scheduled event.

**Number of interpreters required:** To assure the occupational safety of our interpreters, most assignments of 1.5 hours or longer, depending on the setting, will require a team of two interpreters.

**Payment Procedures:** A billing sheet will be issued to you for the total amount of service. Payment should be made directly to the interpreter assigned. In the case of ongoing assignments: Liturgies, SOR classes, or the like, you may wish to have the interpreter fill out a W9. Payment terms: net 30 days.

- Please note: When no contracted interpreter is available, due to already scheduled commitments, it may be necessary to use The Center for Deaf Ministries staff to fill occasional requests, when possible. In this case, stipends should be made payable to the Center for Deaf Ministries.

Archdiocese of Washington  
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Interpreter Coordinator: Jennifer Coleman

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