



**ARCHDIOCESE**  
**OF PORTLAND IN**  
**OREGON**

## Catholic Deaf Ministry Interpreter Request Form

Use this form to request an interpreter for the Deaf. Interpreting for most Masses and Sacramental Rites are not billed (funeral, anointing, baptism, confirmation). Events/Masses offered by the Archdiocese or Deaf Ministry are covered through the Archdiocese Deaf Ministry. Interpreting for meetings, classes, and workshops are the responsibility of the requesting Catholic parish, school or institution. The Deaf person is never charged to receive accessible language to participate in their faith.

When billed, the cost of interpreting ranges from \$50-75 an hour. There is often a two hour minimum. Events lasting over one hour require two interpreters, or special arrangements for a 15 minute break every 45 minutes. Parishes may request a grant from the Archdiocese Signing Assistance fund to help pay for interpreters.

Requestor's Name \_\_\_\_\_

Requestor's Text/Phone \_\_\_\_\_

Requestor's Email Address \_\_\_\_\_

Name of Church/School \_\_\_\_\_

Email Address for Billing \_\_\_\_\_

Event Description \_\_\_\_\_

Date \_\_\_\_\_ Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Location of Event \_\_\_\_\_

Event Contact Person \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Deaf Individuals \_\_\_\_\_

1. Please email this form to the Catholic Deaf Ministry at [CatholicDeaf@archdpx.org](mailto:CatholicDeaf@archdpx.org). An invoice will be sent to the Parish/School or Institution to be paid within 14 days.
2. One week before the interpreted event, or one day prior to a funeral Mass, the interpreter will need to have all the materials such as agenda, readings, music, or other text that are available. Please email to [CatholicDeaf@archdpx.org](mailto:CatholicDeaf@archdpx.org).
3. We have a limited list of religious and liturgical interpreters available. To the best of our ability we will fill the request from our Archdiocese list. If one is not available, we will refer you to a local interpreting agency, requesting an interpreter familiar with signs used in the Catholic setting. Agency interpreters bill at \$150/2 hr min. with required 2 interpreters.