



SafeChurch®

## Protecting Your Church Contents

How valuable are they?

Name of Church:	
Address:	
Date of Inventory:	Policy No.:

In putting a value on building or content items, use the current cost to replace new, or as near as you can estimate it. Values for the contents of the parsonage should be limited to church-owned contents. It is best to prepare two copies and store them where they are not subject to fire.

General				
Contents	Church	School	Other Buildings	
Altar Furnishings	\$	\$	\$	\$
Baptismal Fonts, unattached	\$	\$	\$	\$
Bibles	\$	\$	\$	\$
Carpeting and Rugs, unattached	\$	\$	\$	\$
Choir Music	\$	\$	\$	\$
Choir Robes and Vestments	\$	\$	\$	\$
Communion Service	\$	\$	\$	\$
Draperies	\$	\$	\$	\$
Holiday Decorations	\$	\$	\$	\$
Hymnals	\$	\$	\$	\$
Lecterns, unattached	\$	\$	\$	\$
Musical Instruments Including Pianos	\$	\$	\$	\$
Overhead and Slide Projectors/Screens	\$	\$	\$	\$
Pictures and Paintings	\$	\$	\$	\$
Seats and Pews, unattached	\$	\$	\$	\$
Sound Equipment (Including: cords, mics, amps, etc.), unattached	\$	\$	\$	\$
Statuary	\$	\$	\$	\$
Tables and Chairs	\$	\$	\$	\$
Tape Decks, CD Players, Tapes and CDs	\$	\$	\$	\$
VCR/DVD Players	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>Subtotal</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

<b>Office</b>				
<b>Contents</b>	<b>Church</b>	<b>School</b>	<b>Other Buildings</b>	
Adding Machines	\$	\$	\$	\$
Books	\$	\$	\$	\$
Computer Equipment	\$	\$	\$	\$
Duplicating Machines	\$	\$	\$	\$
File Cabinets	\$	\$	\$	\$
Office Desks and Chairs	\$	\$	\$	\$
Office Supplies	\$	\$	\$	\$
Phone Systems	\$	\$	\$	\$
Printers, Copiers, Scanners	\$	\$	\$	\$
Typewriters	\$	\$	\$	\$
Other Office Equipment	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>Subtotal</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

<b>School</b>				
<b>Contents</b>	<b>Church</b>	<b>School</b>	<b>Other Buildings</b>	
Band Equipment	\$	\$	\$	\$
Blackboards/Whiteboards, unattached	\$	\$	\$	\$
Bookcases	\$	\$	\$	\$
Cupboards, unattached	\$	\$	\$	\$
Maps and Globes	\$	\$	\$	\$
Recreation/Sporting Equipment	\$	\$	\$	\$
School Supplies	\$	\$	\$	\$
School Desks and Chairs, unattached	\$	\$	\$	\$
Science Equipment	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>Subtotal</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

<b>Kitchen</b>				
<b>Contents</b>	<b>Church</b>	<b>School</b>	<b>Other Buildings</b>	
Appliances (Stoves, Refrigerators, Dishwashers, Washer, Dryers, etc.)	\$	\$	\$	\$
Carts and Trays	\$	\$	\$	\$
Coffee Maker	\$	\$	\$	\$
Dishes	\$	\$	\$	\$
Microwave	\$	\$	\$	\$
Mixer	\$	\$	\$	\$
Pots and Pans	\$	\$	\$	\$
Silverware	\$	\$	\$	\$
Toaster	\$	\$	\$	\$
Warming Oven	\$	\$	\$	\$
<b>Subtotal</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

<b>Maintenance</b>				
<b>Contents</b>	<b>Church</b>	<b>School</b>	<b>Other Buildings</b>	
Lawn and Snow Equipment	\$	\$	\$	\$
Maintenance and Service Equipment (such as Sweepers, Buffers, Waxers)	\$	\$	\$	\$
Pastor's Business Personal Property (not	\$	\$	\$	\$
Personal Property of Others while in care and custody of church for business	\$	\$	\$	\$
Tools	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>Subtotal</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

<b>Total Contents Only</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
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## Inventory Awareness

Preparing an inventory of church contents is clearly one of the best ways to obtain better value from your insurance coverage.

- “Do you remember how many folding tables were stored in the closet next to where we have our church suppers?”
- “There were a couple of beautiful oriental rugs in the session room. What do you think they were worth?”
- “It was a wonderful library. Was there a catalog of books that was not destroyed?”

These questions, as well as perhaps hundreds of others like them, will be raised and somehow answered by some energetic and dedicated member of all congregations whose churches experience serious theft and fire losses – if they had not previously put some of that concern for their church into preparing and maintaining an inventory of church property.

Unfortunately, the most dedicated efforts to reconstruct the numbers, descriptions and values after the loss occurs will fail to find the truth with the claims adjuster, even when he or she totally trusts the church’s effort. Even though the loss adjustment is regarded as fair and equitable, the lesson from the effort to determine what was lost will never be forgotten by those who had to make it.