

***How valuable are they?***

Name of Church:	
Address:	
Date of Inventory:	

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, 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 (mics, amplifiers), unattached	\$	\$	\$	\$
Statuary	\$	\$	\$	\$
Tables and Chairs	\$	\$	\$	\$
Tape Decks, CD Players, Tapes and CDs	\$	\$	\$	\$
VCRs/Monitors/DVD Players	\$	\$	\$	\$
<b>Subtotal</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

Office				
Contents	Church	School	Other Buildings	
Adding Machines	\$	\$	\$	\$
Books	\$	\$	\$	\$
Computer Systems	\$	\$	\$	\$
Duplicating Machines	\$	\$	\$	\$
Files	\$	\$	\$	\$
Office Desks and Chairs	\$	\$	\$	\$
Office Supplies	\$	\$	\$	\$
Typewriters	\$	\$	\$	\$
Other Office Equipment	\$	\$	\$	\$
<b>Subtotal</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

School				
Contents	Church	School	Other Buildings	
Blackboards, 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>

Kitchen				
Contents	Church	School	Other Buildings	
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 Vacuums, Buffers, Waxers)	\$	\$	\$	\$
Pastor's Business Personal Property (not	\$	\$	\$	\$
Personal Property of Others while in care	\$	\$	\$	\$
Tools	\$	\$	\$	\$
Other Maintenance Equipment	\$	\$	\$	\$
<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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### High Value Items

Certain building items are high in value and need constant check of current replacement costs to keep your protection adequate. It is recommended that you consult a qualified expert about the cost to replace these items. The person or organization that installed or services these items could be contacted for assistance.

<b>Item</b>	<b>Value</b>
Carillon	\$
Chimes	\$
Pipe organ, including console, pipes and blowers If value not known: Number of Stops: _____ Number of Ranks: _____	\$
Security Systems	\$
Stained Glass Windows	\$

### Important: For Your Records

For your added protection in case of loss or theft of certain items, it is extremely important to have as much information as possible when filing a claim and making a report to the police.

Please use this sheet to list model and serial numbers of all computers, printers, faxes, projection equipment, sound systems, tape recorders, adding machines, calculators and video equipment, etc., as follows:

Brand Name	Item Name	Serial Number	Model Number	Purchase Date, If Known

**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.