



CHURCH PENSION GROUP
Serving the Episcopal Church and Its People

Parish Inventory

A risk management tool for Episcopal parishes from the Church Insurance Agency Corporation



Why should we keep an inventory?

The contents of your properties have great accumulated value as personal property. In the event they are lost or destroyed, an inventory helps to substantiate the existence of items and, most importantly, the cost to replace them.

Where should we keep our inventory?

There should be at least two copies of your inventory and they should be stored at separate locations. The master copy should be kept in a safety deposit box. The working copy may be kept at the church with deletions and additions made to it as they are needed.

How often should the inventory be updated?

Both copies of your inventory should be reviewed at least once a year.

What should be considered as contents when putting together our inventory?

As a general rule, items that could be picked up and removed from the building should be listed in your inventory.

Should we list our Fine Arts?

Yes, companies treat Fine Arts coverage differently and with different limits, so it is important that they are given special attention. Values should be scheduled on your policy with special attention given to items such as stained glass, paintings, tapestry, mosaics, and musical instruments.

What additional steps should we take?

- Assign the inventory as the responsibility of a particular individual;
- Augment your master copy with a video or photographic inventory;
- Have a professional appraisal done for items of significant value;
- After determining values, review your policy limits with your CIAC representative

Church Inventory

Church

Address

City

State

Zip

Prepared by:

Name

Title

Date

Record of Reviews

Prepared by:

Name

Title

Date

Prepared by:

Name

Title

Date

Prepared by:

Name

Title

Date

Prepared by:

Name

Title

Date

Prepared by:

Name

Title

Date

Summary of Assets in Dollars

| | | Sub total per page | Total |
|--------------------------------------|---------------------|--------------------|-------|
| Church | Furnishings, page 1 | _____ | |
| | Furnishings, page 2 | _____ | |
| | Brass, page 3 | _____ | |
| | Silver, page 4 | _____ | |
| | Vestments, page 5 | _____ | _____ |
| Parish Hall | Furnishings, page 6 | _____ | _____ |
| Office | Furnishings, page 7 | _____ | |
| | Furnishings, page 8 | _____ | _____ |
| Kitchen | Furnishings, page 9 | _____ | _____ |
| Fine Arts | page 10 | _____ | _____ |
| Sexton's and Safety Equipment | page 11 | _____ | _____ |
| Other Miscellaneous | page 12 | _____ | |
| | page 13 | _____ | |
| | page 14 | _____ | _____ |
| | Grand Total | | ===== |

| Quantity | Item | Cost per unit | Total cost | Size and serial number |
|----------|--------------------------------|---------------|------------|------------------------|
| | Hymnals | | | |
| | Hymnals | | | |
| | Hymnals (blue) | | | |
| | Hymnals (red) | | | |
| | Organist Hymnal | | | |
| | Organist Hymnal | | | |
| | Prayer Books | | | |
| | Prayer Books | | | |
| | Altar Service – Book or Missal | | | |
| | Litany Book | | | |
| | Bible | | | |
| | Altar* | | | |
| | Credence Table* | | | |
| | Bishop’s Chair | | | |
| | Clergy Chair(s) | | | |
| | Sedilla* | | | |
| | Prayer Desk(s) | | | |
| | Pulpit* | | | |
| | Lectern (wood)* | | | |
| | Litany Desk | | | |
| | Communion Rail Cushion | | | |
| | Pew Cushion | | | |
| | Kneeling Hassocks Cushion | | | |

*Not permanently affixed to building structure

Sub Total

| Quantity | Item | Cost per unit | Total cost | Size and serial number |
|------------------|------------------------|---------------|------------|------------------------|
| | Dossal and/or Riddles | | | |
| | | | | |
| | Sets of Altar Hangings | | | |
| | | | | |
| | Fair Linens | | | |
| | Misc. Linens | | | |
| | | | | |
| | Pall | | | |
| | | | | |
| | Cassocks and Cottas | | | |
| | Cloak | | | |
| | Albs | | | |
| | | | | |
| | Clergy Surplice | | | |
| | Clergy Cassock(s) | | | |
| | Chasuble(s) | | | |
| | Cope | | | |
| | Girdles | | | |
| | | | | |
| | Stoles | | | |
| | | | | |
| | Birettas | | | |
| | | | | |
| Sub Total | | | | |

| Quantity | Item | Cost per unit | Total cost | Size and serial number |
|------------------|----------------------------|---------------|------------|------------------------|
| | Metal Folding Chairs | | | |
| | Wooden Folding Chairs | | | |
| | | | | |
| | Metal Folding Chairs (kgn) | | | |
| | Wooden Chairs (kgn) | | | |
| | | | | |
| | Tablet Chairs | | | |
| | | | | |
| | | | | |
| | Metal Folding Tables | | | |
| | Metal Folding Tables (kgn) | | | |
| | | | | |
| | Pipe Leg Tables | | | |
| | Card Tables | | | |
| | | | | |
| | Room Dividers | | | |
| | | | | |
| | Piano | | | |
| | | | | |
| | | | | |
| | Coat Racks | | | |
| | | | | |
| | | | | |
| | Book Cases | | | |
| | | | | |
| | | | | |
| Sub Total | | | | |

| Quantity | Item | Cost per unit | Total cost | Size and serial number |
|----------|-----------------------------------------|---------------|------------------|------------------------|
| | Place Settings for ____ Persons (est) | | | |
| | Silver Service for ____ Persons (est) | | | |
| | Misc. Kitchen Service Utensils (est) | | | |
| | Misc. Pots and Pans (est) | | | |
| | Tablecloths | | | |
| | Table Napkins | | | |
| | Refrigerator (domestic) | | | |
| | Refrigerator (commercial)* | | | |
| | Dripolators | | | |
| | Dish Trucks | | | |
| | Exhaust Fans* | | | |
| | Kitchen Cabinets* | | | |
| | Electric Range* | | | |
| | Gas Range (restaurant)* | | | |
| | Dishwasher* | | | |
| | Coffee Urns* | | | |
| | Steam Table* | | | |
| | Hot Water Heater* | | | |
| | Air Conditioning Unit (3 tons or over)* | | | |
| | Metal Storm Windows* | | | |
| | | | | |
| | Folding Doors* | | | |
| | Fire Escape* | | | |
| | | | Sub Total | |

*Not permanently affixed to building structure

| Quantity | Item | Cost per unit | Total cost | Size and serial number |
|------------------|-----------------------------|---------------|------------|------------------------|
| | Paintings | | | |
| | Icons | | | |
| | Sculpture and Wood Carvings | | | |
| | | | | |
| | Gold, Silver & Bronze | | | |
| | Gems and Jewelry | | | |
| | | | | |
| | Mosaics | | | |
| | Stained Glass | | | |
| | Plaques | | | |
| | Stone Carvings | | | |
| | | | | |
| | Tapestries | | | |
| | Oriental Carpets | | | |
| | Antique Furniture | | | |
| | | | | |
| | Ornamental Woodworking | | | |
| | Ornamental Marble Work | | | |
| | | | | |
| | Musical Instruments | | | |
| | Music Library | | | |
| | | | | |
| | Murals | | | |
| Sub Total | | | | |



CHURCH PENSION GROUP

Serving the Episcopal Church and Its People

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This booklet was designed and printed by the Church Insurance Agency Corporation as a risk management service to the Episcopal Church.

Additional copies of this inventory booklet are available upon request.

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The Church Insurance Company was founded in 1929 with a unique mission: to use its expertise and experience to protect and serve Episcopal churches and people.

That is why the Church Insurance Agency Corporation

- offers coverage to all Episcopal parishes, large or small, struggling or prosperous;
- provides flood insurance, regardless of church location;
- offers among the highest limits and broadest coverage available in areas such as medical payments, sexual misconduct, Directors' & Officers' and umbrella liability.

Our unique mission and heritage give us specialized expertise in the risk management issues Episcopal parishes face. If you have a question or concern about property or liability risk, or if you are interested in an updated appraisal of your facilities or a review of your insurance coverage, please contact us. We are here to serve all Episcopal clergy and institutions, regardless of whether they are currently insured by us.



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