

#3.11**INSURANCE AND BONDING**

PURPOSE: To understand risk management and ensure adequate insurance coverage to provide for the security and wellbeing of the Congregation, to provide sufficient funds for rebuilding or renovating following loss or damage, and to provide adequate coverage for any possible Personal Injury claims.

POLICY: All property, building, contents, Congregation Members, Staff, Officers and guests shall be covered by insurance coverage as deemed sufficient through risk management analysis by the Finance and Stewardship Committee or a qualified insurance professional.

PROVISIONS:

1. Insurance policies shall cover buildings and contents for fire, flood, windstorm, hail, theft, the business and personal property of Clergy, Officers and Staff while such property is in the insured buildings.
2. Comprehensive liability shall be in place to cover bodily injury or property damage liability.
3. Extended coverage shall include all reasonable medical, surgical and dental expenses and applies to Congregation Members and guests.
4. Worker's Compensation coverage is required for accidental injury arising out of the course of employment.
5. A Fidelity Bond shall provide coverage on Chapel positions, rather than on individuals.
6. As any church may find its Officers subject to potential personal liability, Directors and Officers Liability shall be maintained.
7. As deemed necessary, additional insurance coverage may be added, such as a rider on specific items of property.
8. Annually, a member of the Finance and Stewardship Committee, or a designated qualified individual shall review all insurance policies with the Office Administrator and the insurance representative. This review shall include any addition to property, the current replacement value of the buildings and contents, determine if bonds, liability or separate rider coverage is sufficient and the appropriateness of deductibles.
9. An annual review of Chapel programs, on and off property, shall be conducted to ascertain the proper and necessary coverage.
10. All Chapel Staff and Congregation Members involved in Chapel Ministries shall be made aware of liability and responsibility.
11. Claims to the insurer shall be processed through the Office Administrator. A claim file shall be maintained in that office for no less than seven (7) years. Calls concerning claims should be forwarded to the Chapel's insurance carrier. Pending claims shall not be discussed with the claimant, their insurance carrier, or attorney.
12. Vehicle insurance coverage is outlined in Policy & Procedure #2.7 (Chapel Vehicle Usage).

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RESPONSIBILITY: The Finance and Stewardship Committee, with the assistance of the Office Administrator, shall be responsible for all insurance coverage, and shall perform an annual review with a view toward ensuring the adequacy and appropriateness of all policies, prior to their renewal.

#2.6 renumbered #3.11

Version 3 approved by Session: May 9, 2017