

Church Property Inventory

Date of Inventory: _____

The value of the building(s) and/or content items is based on the current estimated cost of replacement. Values for the contents of the parsonage are limited to church-owned contents.

Church Sanctuary				
Contents	Church	School	Other	Buildings
Communion Service	\$	\$	\$	\$
Altar Furnishings	\$	\$	\$	\$
Bibles	\$	\$	\$	\$
Hymnals	\$	\$	\$	\$
Choir Robes & Vestments	\$	\$	\$	\$
Choir Music	\$	\$	\$	\$
Musical Instruments and Pianos	\$	\$	\$	\$
Pews	\$	\$	\$	\$
Baptismal Fonts	\$	\$	\$	\$
Tables and Chairs	\$	\$	\$	\$
Pictures and Paintings	\$	\$	\$	\$
VCRs/Monitors/DVD Players	\$	\$	\$	\$
Sound Equipment	\$	\$	\$	\$
CD Players and CDs	\$	\$	\$	\$
Overhead, Slide, and LCD Projectors	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$

Church Office				
Contents	Church	School	Other	Buildings
Files and Filing Cabinets	\$	\$	\$	\$
Computer Systems	\$	\$	\$	\$
Copying Equipment	\$	\$	\$	\$
Telephones	\$	\$	\$	\$
Office Supplies	\$	\$	\$	\$
Books	\$	\$	\$	\$
Other Office Equipment	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$

Church School				
Contents	Church	School	Other	Buildings
School Supplies	\$	\$	\$	\$
Desks, Tables and Chairs	\$	\$	\$	\$
Cupboards and Bookcases	\$	\$	\$	\$
Recreational/Sports Equipment	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$

Kitchen				
Contents	Church	School	Other	Buildings
Large Appliances (Stove, Refrigerator, Dishwasher, Washer, Dryer, etc.)	\$	\$	\$	\$
Pots and Pans	\$	\$	\$	\$
Dishes	\$	\$	\$	\$
Silverware	\$	\$	\$	\$
Small Appliances (Coffee pots, Mixers, Toasters, Electric Roasters, Microwaves, etc.)				
Carts and Trays	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$

Maintenance				
Contents	Church	School	Other	Buildings
Maintenance Equipment (vacuums, buffers, waxers, etc.)	\$	\$	\$	\$
Tools	\$	\$	\$	\$
Lawn and Snow Equipment	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$

Other				
Other Items not listed	Church	School	Other	Buildings
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$

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.		Item		
Pipe organ, including console, pipes, and blowers If value not known:		Number of Stops: _____ Number of Ranks: _____		
Chimes	\$	\$	\$	\$
Carillon	\$	\$	\$	\$
Stained Glass	\$	\$	\$	\$
Security Systems	\$	\$	\$	\$

Also note Pastor’s property and other people’s property kept at church as part of their fulfilling their roles and/or duties in relation to the church and it’s program.

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.

This inventory listing is adapted from Building Church Leaders, Disaster and Church Readiness Pack.