

# 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. Prepare 2 copies of the Church Property Inventory (1 for fire-proof safety deposit box and 1 for church office).

Sample form

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	\$	\$	\$	\$
<b>Subtotal</b>	\$	\$	\$	\$

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

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

<b>Kitchen</b>				
<b>Contents</b>	<b>Church</b>	<b>School</b>	<b>Other</b>	<b>Buildings</b>
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	\$	\$	\$	\$
<b>Subtotal</b>	\$	\$	\$	\$

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

### High Value Items

<p>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.</p>	<b>Item</b>
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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.