

Presbytery of Cincinnati Insurance Survey for Congregations

April 2018

Dear Moderators and Clerks,

As the Board of Trustees continue to work to serve the Presbytery and its congregations, we ask that each congregation complete and return this insurance survey. At the May 8 Presbytery Meeting, our insurance agent will present a seminar addressing common insurance concerns and questions, and this information will help guide the general themes for that discussion. Additionally, as the Trustees look to faithfully act as fiduciaries for the Presbytery, the information collected in this survey will inform decisions regarding the Presbytery's insurance coverage. If you have any questions, please contact either of us.

Thank you very much for your prompt reply.

Rev. Dr. Nancy C. Kahaian
General Presbyter
513/221-4850

Rob Heidenreich
President, Board of Trustees
513/961-1815

**Please return the completed survey not later than May 1, 2018. Please return to the Presbytery Office, 1323 Myrtle Avenue, Cincinnati, Ohio 45208 – or – email/scan to office@cpresby.org.
Thank you!**

1. Please provide a copy of the Declarations Page of the congregation's current insurance coverage, showing the coverage provided and dollar limits of the current insurance.

2. Please list the ministries your congregation provides:
 - a. In the church building, as a ministry of the congregation.
 - b. In the community, but operated under the auspices of the congregation.
 - c. Also detail any other regular activities of note that occur within the church facility?

3. Provide a list of all outside groups/organizations that use the church's property.
 - a. Does congregation require a certificate of insurance from each group/organization?

- b. Is the congregation added as an additional insured for the activity?
 - c. Is the Presbytery added, as required by the Presbytery by-laws, for longer-term leases and for any worship use by other churches?
4. Does the congregation own and operate any motor vehicles?
- a. If so, what is the make and model
 - b. If so, who is permitted to drive the vehicles and for what purposes?
5. How many staff, full and part-time, are employed by the congregation?
6. Does the congregation sponsor mission trips? If so,
- a. How many per year?
 - b. How many participants?
 - c. Are minor children included on these trips?
 - d. Usual destinations?

Thank you very much for your prompt assistance with this matter. If you have any questions, please contact Rob Heidenreich, president of the Board of Trustees, at 513/961-1815, or Nancy Kahaian, general presbyter, at 513/221-4950.