

Board Chair – Tip

If your church was to experience a fire or a natural disaster, would you know all the assets the church owns and their value? Most churches would answer no.

It is well worth the time to create data files and videos of all church property and assets. They are invaluable in the case of disaster, theft, and as I recently discovered, knowing what has been divided in a church split. When creating the data file you want to include the following information:

- Date item was purchased
- Original cost
- Whether the item was brand new or donated
- Where it was purchased
- If it is a large asset, it would be helpful to keep a major repair history

The data file should be kept on hardcopy and/or flash drive in a fire safe file cabinet/safe or in a safety deposit box. This inventory should be reviewed at least every 2 years. When major purchases are made they should be added to the inventory immediately before receipts can be lost or forgotten.

It is also beneficial to video tape all assets of the church. This would include, but not be limited to:

- Stained glass windows
- Musical instruments
- Sound equipment
- Pulpit area equipment
- Baptismal
- All sanctuary equipment & furnishings
- All classroom equipment & furnishings
- Play ground equipment
- Kitchen equipment & furnishings

Basically walk through every room of the church, open every door, and walk around the exterior of the building videoing everything. Your insurance company may have resources to help you in the process.

Remember it's better to be proactive than trying to put the pieces together after disaster strikes.