



Adventist Risk
Management® Inc.

Commercial Property Insurance

GUIDE TO DENOMINATIONAL PROPERTY — Europe

*Our ministry is to **protect** your ministry.*

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WHO WE ARE

Adventist Risk Management®, Inc. is the official insurance and risk management company for the Seventh-day Adventist® Church and Adventist ministries around the world. We provide timely, real-world insurance products and innovative risk management solutions for minimising risk within Adventist ministries at all levels. We recommend best practices to eliminate oversights that can lead to costly accidents.

OUR MISSION

Our mission is to protect the ministries of the Seventh-day Adventist world church. We don't view what we do as just a business. Our ministry is to protect your ministry.

DISCLAIMER

The intention of this brochure is to summarise the relevant policies and benefits for user information. If there is any discrepancy between these summaries and the actual policy documents, the policy terms and conditions will be considered binding.



DENOMINATIONAL PROPERTY

Introduction to Property Insurance

Property insurance is designed to repair physical damage to buildings—such as churches, schools, or other buildings—by a number of causes. It can cover damage to the buildings as well as to contents (if they are listed in the insurance schedule).

It is important to note that this policy only covers property owned by the Adventist Church and its entities. Private owned property (e.g. an employee's own furniture and belongings in a church-owned house that they are renting) cannot be covered as property under this policy.

Only the church-owned building can be covered. The furniture and other belongings should be covered separately under our Householders cover or under the employee's own private insurance.

Property insurance cover includes—but does not exhaust—the following causes of loss:

- Burglary
- Explosion
- Fire
- Hail
- Lightning
- Smoke
- Sprinkler Leakage
- Vandalism
- Wind damage

The policy will not cover (not exhaustive):

- Animals (unless scheduled farm livestock)
- Building foundations
- Land
- War and terrorism
- Wear and tear
- Underground pipes, flues, or drains

Deductibles

A deductible is the amount that you are responsible for before insurance is applicable to a loss. All covered losses, damages, or expenses arising out of one occurrence shall be considered as one loss per location with one deductible per loss.

There is a general deductible that is applied to all losses under this policy; however, there are also specific deductibles that apply to certain types of losses (e.g., earthquakes and subsidence).



BUILDING COVER

Building Cover covers physical structures such as churches, schools, and offices but also provides limited cover for boundary walls and fences (full coverage is available if requested). Buildings should be covered on the **Statement of Value** (SOV) as soon as they are purchased or as soon as construction starts.

Builders Risk

If you are planning to build, extend, or do any major work on your existing building, Builders Risk cover is available upon request.

Buildings under construction are listed as Builders Risk until we (ARM) are notified that the building is completed and what the final value is, so that the building can be properly insured at the correct value.

Builders risk covers the costs of repairing an unfinished structure or replace building materials when weather, fire, vandalism, or theft hits a construction site.

Vacant Properties

The property policy has a 60-day extension for vacant properties. In the event of a vacant building, the policy will cover any covered loss or damage that happens within the first 60 days of the building being vacant. After the 60 days, some limitations on coverage are brought into effect.

A building is vacant when 70% or more of the square footage of your building is not being used to conduct customary operations.

Buildings Valuation

Buildings should be covered at the total cost to rebuild. This total should include any relevant taxes, building material, and labour required to completely rebuild from scratch. Insuring at total cost to rebuild is the best way to achieve full indemnity—being in the same financial position you were in before the loss.

If you insure at the purchase price—especially if the property was obtained at a discount—you may find yourself underinsured in the event of a loss. Likewise, a property in a prime location may have an inflated purchase price compared to the cost to rebuild.

Your estimate of the cost to rebuild should not include the cost of land, which is not insurable and would lead to paying too much premium.

Building values should be reviewed each year. It may be appropriate every 2–5 years to engage a professional valuation service to ensure that buildings remain accurately valued and keep in line with inflationary increases. Please keep in mind that you are seeking the rebuild value, not the market or real estate value.

Valuation Methods

Property valuations can be completed in a number of different ways. Suggested methods are as follows:

1. **Commission a property valuation report**—Using this process, a professional valuer can, for a fee, come and assess your building. They can provide you with an accurate insurable value that factors in current market conditions, the location of the property as well as its construction type.
2. **Square meterage x price per square method**—A further option is to speak to a local builder and ask them what the current average cost per square meter would be for constructing a building of particular material type (e.g., stone, brick, mud).



Building values should be reviewed each year. It may be appropriate every 2–5 years to engage a professional valuation service to ensure that buildings remain accurately valued and keep in line with inflationary increases.



CONTENT COVER

Content covers furniture and fittings that do not form part of the building (this can include things like satellite dishes).

Content is covered under a specific building for a total value of all the items insured in that building. We do not need a list of items covered under this total; however, it is good practice to keep a list of these items as well as the date and purchase price, model numbers, and other details. It is also important to store a copy of this list off site. This list should be regularly updated and reviewed. In the event of a loss, the list will be invaluable in claiming for these items.

Off Premises Extension

Although content is specific to a particular building, under this policy, there is also up to €/**£10,000** (depending on level of cover) of cover available for content that is taken off-site.

This means that content taken off-premises for an event (e.g., media equipment for an evangelistic outreach program) can still be covered if it is damaged or stolen off premises; however, content must be covered under content cover and not over €/**£10,000** cumulatively in value.

If you are taking more than €/**£10,000** of equipment off-site, it can be covered by informing your AE/CSR who will arrange Temporary Inland Marine cover for the event, normally at a cost.

Exclusions to this off-site coverage:

1. When in or on a vehicle
2. In the care, custody, or control of your salespersons.
3. At any fair or exhibition.

Inland Marine

Inland Marine covers items or equipment that are taken outside your covered premises on a regular basis, such as media equipment. It can also be purchased on a temporary basis when taking the equipment off site for occasional events.

In contrast with the Property Off Premises Extension where the total value of the equipment is required, to request Inland Marine cover a detailed list of the equipment must be provided and this coverage is more comprehensive than the off premises extension, not including the above mentioned exclusions.

Cover is available for items that are frequently taken off premises such as media equipment.

See Inland Marine section.

Valuable Papers and Records

There is limited cover for loss or damage of valuable papers and records. However, you may extend the insurance that applies to your Business Personal Property to apply to loss of the valuable papers and records in your premises. For that, please provide an amount to be insured based on the costs to research, replace or restore the lost information on lost or damaged valuable papers and records, including those which exist on electronic or magnetic media for which duplicates do not exist.

Equipment Breakdown

If the Equipment Breakdown Enhancement has been requested, the policy will cover equipment such as boilers when loss or damage was caused by mechanical breakdown, electrical or electronic breakdown or rupture, bursting, bulging, implosion, or steam explosion.

The policy will not respond if the cause of the loss is wear and tear or related to lack of maintenance.





PERSONAL PROPERTY OF OTHERS


The **denominational property policy** only covers property belonging to a church entity or organisation.

However, the policy provides limited cover for personal effects owned by employees while on the covered premises for business purposes. This can apply to officers, employees, students, campers at different levels of cover.

An example of this is if an employee is asked by the administration to play his own guitar during worship at his conference office for a week of prayer. If the guitar is accidentally damaged while in the premises, this could be covered under the property policy up to a limit as defined by your policy.

It also provides limited cover for personal property of others when the church entity borrows or has property belonging to a private person/non-denominational organisation under their care, custody or control, or for business use.

This provision excludes theft. However, full coverage including theft is available for personal property of others upon request.



MONEY AND SECURITIES

Money and securities cover (M&S), also known as **Crime cover**, provides coverage for money kept on the premises and while it is in transit (e.g., money taken out to buy something in cash or to pay into the bank). This cover has to be specifically requested unless it is automatic.

Please note that if you are transporting more than €/**£15,000** the money should be split between two or more messengers. There will be 50% reduction on anything over €/**£15,000** carried by one person. This means that if a single messenger is carrying €/**£25,000** the maximum the policy can pay out will be €/**£20,000**. That is, €/**£15,000** will be covered at 100% and €/**£10,000** at 50%. This provision encourages good risk management by splitting the money between a few messengers.

Automatic Crime Cover

Crime cover automatically applies to entities that have €/ \pounds 1,000 or more of content cover. The amount of automatic cover is equal to 30% of content cover up to €/ \pounds 100,000.

Requested Crime Cover

If your entity does not have a minimum of €/ \pounds 1,000 of content cover, you can purchase Crime coverage for a stipulated annual premium.

Business Income and Extra Expense (Business Interruption)

This can provide relief to businesses that are losing money or incur additional expenses due to a covered loss. This can include:

- Loss of rental income
- Help to rent a temporary premises

For example, a covered fire renders a church building unusable. Whilst the church is being repaired, the policy can pay for the conference to rent alternative accommodation (up to a fixed limit of cover).

Crime cover automatically applies to entities that have €/ \pounds 1,000 or more of content cover.



Additional Coverages

There are additional coverages available under the policy which may be of benefit, some of which are listed below:

- Animals
- Arson Award
- Boats (if scheduled)
- Books and Records
- CFC Refrigerants
- Computer Equipment
- Debris removal
- Expediting Expenses
- Fire department Service Charge
- Fire Extinguisher Recharge
- Lock Repair
- Mail and Sendings
- Off-Premises Power Failure
- Pollutant Clean Up and Removal
- Preservation of property
- Refrigerant Contamination
- Service Interruption
- Spoilage

For more information on these coverages, please contact your Account Executive.

Making Changes to Property Insurance Schedules

Properties can be added or deleted at any time of year (ideally as soon as possible after you have bought a new property or begun construction on a new building to ensure that the property is covered at a time of loss).

Cover is automatically extended to newly constructed or acquired property up to €500,000 for 180 days. Please promptly complete an addition of property form to officially add the property at the correct values to your property schedule.

The property policy runs annually from **1st January or 1st April**. A few months before this renewal your AE/CSR will send through your organisation's SOV and ask if there are any changes to be made.

Please update the SOV highlighting in yellow, or any other prominent colour, any changes you make.

Sample SOV

PROPERTY SCHEDULE		COUNTRY				BUILDING	CONTENTS	ELEC. EQUIP	OFF PREMISES
ATLAS INS. POLICY NO.	XXXXXX					VALUES	VALUES	VALUES	VALUES
POLICY PERIOD	01 JANUARY 2023 – 01 JANUARY 2024					2023	2023	2023	2023
CURRENCY	XXXXXX								
XXX CONFERENCE									
CHURCH NAME	TOWN/CITY	POST CODE	ADDRESS	ACTIVITY					
BETHEL SDA CHURCH	XXXX	12345	111, XXX ROAD	A		1,247,894	91,536	31,000	
PARIS CENTRAL SDA CHURCH	YYYYY	12345	222, XXX ROAD			0	0	21,000	
LONDON GROUP	7777	12345	333, XXX ROAD	A		0	0	0	0
ROMANIAN SDA CHURCH	WWW	34830	444, XXX ROAD					40,000	

Nb. Please use full entity names and not abbreviations.

Making a Claim

How to Make a Claim

Upon knowledge of a loss, you shall give notice as soon as possible by:

- Download a denominational property claim form from adventistrisk.org.
- Complete correct forms explaining the circumstances of the loss.
- Provide all relevant supporting documentation—e.g. like-for-like replacement quotes, police reports, medical reports, invoices and photos.
- Email the completed forms and supporting documentation to claims@adventistrisk.org, with copy to europaclientcare@adventistrisk.org and your policyholder insurance representative.

For more information, visit adventistrisk.org.





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