



**Northern Illinois Conference**  
The United Methodist Church

# INSURANCE 101:ESSENTIALS FOR CHURCHES

August 26, 2025

**NORTHERN ILLINOIS CONFERENCE RISK MANAGEMENT**

**ELIZABETH STAHL**

**WELCOME GREETING THANK YOU FOR ATTENDING**

**PURPOSE OF THE WEBINAR:**

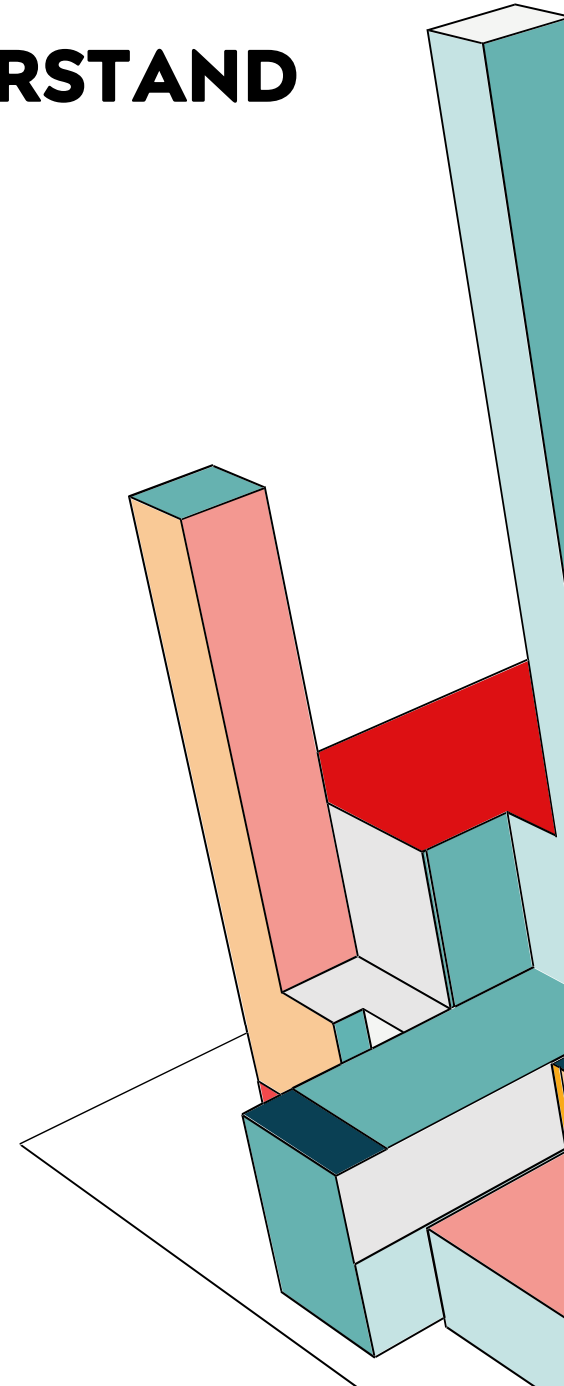
**HELPING CHURCHES UNDERSTAND OUR PACKAGE INSURANCE COVERAGE**


**TIPS FOR RISK MANAGEMENT**

# **CORE COVERAGES EVERY CHURCH SHOULD UNDERSTAND**

## **AGENDA**

- Property Coverage
- General Liability
- Misconduct / Abuse Coverage Safe Sanctuary
- Workers' Compensation
- Directors & Officers / Employee and Volunteer Board Members Liability
- Vehicle Coverage
- Contact Information/resources <https://www.umcnic.org/riskmanagement>





# Insurance

## Why Insurance Matters for Churches

### Benefits of The Conference Insurance package

#### Churches face unique risks

- Property damage (buildings, parsonages, vehicles)
- Liability (accidents, injuries, misconduct)
- Events and outside groups using church space
- Volunteers and staff
- Child and youth ministries

#### Insurance is part of stewardship

- Protects your ministry, people, and resources
- Helps ensure the church can continue its mission after unexpected losses

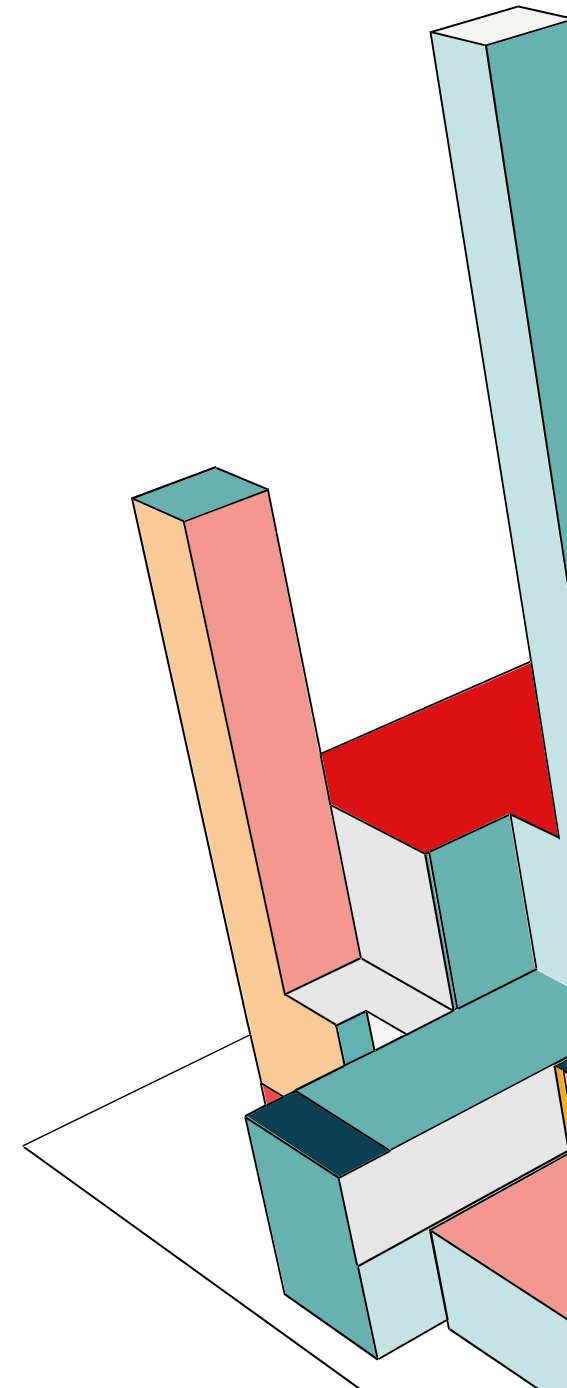
#### Common misconceptions

- "The vendor's insurance will always cover us."
- "Cosmetic damage is covered."
- "We already know all the coverages we have." (Many churches don't!)

2025  
NICUMC Highlights At-A-Glance

Coverages	Minimum Limits-Per Church	
PROPERTY		
	Deductible	NOTE: COMBINED LOSS SUBJECT TO ONE DEDUCTIBLE
Building and Business Personal Property	\$2,500	Replacement Cost / Per Schedule on File + 25% margin clause
Building Glass / Stained Glass	\$2,500	Included in building limit.
Fine arts	\$2,500	\$100,000
Valuable Papers	\$2,500	\$ 250,000
Business Income / Extra Expense	\$2,500	\$ 100,000
Property in Transit	\$2,500	\$ 100,000
Electronic Data Processing Equipment	\$2,500	\$1,000,000
Accounts Receivable	\$2,500	\$ 250,000
Unreported Premises	\$2,500	\$ 250,000 per location / \$500,000 aggregate
Ordinance or Law	\$2,500	\$ 2,500,000
Debris Removal	\$2,500	\$ 250,000
Boiler & Machinery / Mechanical Breakdown	\$2,500	Included in Property Limit
Outdoor property	\$2,500	\$ 100,000, max of \$1,000 per tree
Earthquake	\$2,500	\$ 5,000,000 Conference Aggregate
Flood (No coverage for flood Zone V)	\$2,500	\$ 5,000,000 Conference Aggregate
Newly Acquired / Constructed Property	\$2,500	\$ 2,500,000 / 120 Days
LIABILITY		
	Deductible	
General Liability	Zero	\$ 1,000,000 Each Occurrence / \$ 3,000,000 Aggregate
Bodily Injury / Property Damage Liability	Zero	\$ 1,000,000 Each Occurrence
Personal / Advertising Injury	Zero	\$ 1,000,000 Each Occurrence
Medical Payments	Zero	\$ 15,000 Each Person
Fire Damage Legal Liability	Zero	\$ 300,000
Products / Completed Operations	Zero	\$ 1,000,000 Each Occurrence / \$ 3,000,000 Aggregate
Day Care Coverage	Zero	Included for Church-owned and operated daycare centers
Volunteers	Zero	Included as insureds / employees
Pastoral Professional	Zero	\$ 1,000,000 Each Occurrence / \$ 3,000,000 Aggregate
Directors & Officers Liability	\$2,500	\$ 1,000,000 Claims Made Basis, \$5,000,000 Conference Agg
Employment Related Practices Liability	\$5,000	\$ 1,000,000 Claims Made Basis, \$5,000,000 Conference Aggregate shared limit
Sexual or Physical Abuse or Molestation	Zero	\$ 1,000,000 Per Occurrence / \$2,000,000 Church Aggregate
Employee Benefits Liability	Zero	\$ 1,000,000 / \$3,000,000 Claims Made Basis 1/1/2010 retro
Cyber Security Liability	\$2,500	\$25,000 per church aggregate
AUTO		
	Deductible	
Church owned Vehicles (must report vehicles for coverage)	\$1,000 collision; \$500 comp	\$ 1,000,000 Combined Single Limit, including UM / UIM \$ 5,000 PIP or medical payment
Hired / Non-Owned Auto Liability	Zero	\$ 1,000,000
CRIME		
	Deductible	
Employee Dishonesty (Crime)	\$2,500	\$ 250,000
Forgery or Alteration	\$2,500	\$ 100,000
Computer Fraud	\$2,500	\$ 100,000
Money / Securities Inside / Outside	\$2,500	\$ 50,000 / \$50,000
WORKERS COMPENSATION		
	Deductible	
Part A: Statutory Benefits	Zero	per individual state mandate
Part B: Employers Liability	Zero	1,000,000 / 1,000,000 / 1,000,000 limits
EXCESS LIABILITY		
	Deductible	
Umbrella Liability: (Auto, General Liability, Pastoral, EBL, EL)	Zero	\$ 20,000,000 Conference Aggregate
Sexual Misconduct or Physical Abuse or Molestation	Zero	\$ 10,000,000 Conference Aggregate
Proprietary and confidential information not to be shared outside the Northern Illinois Conference		

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# PROPERTY COVERAGE

## *Buildings*

Coverage for damage to sanctuaries, parsonages and buildings owned by the church/entity, all losses are based upon the "appraised value".

## *Contents*

Coverage for the "contents" of the sanctuary, parsonage, building "owned" by the church/entity. Full replacement cost is paid on the reported value on file.

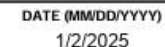
## *Crime: Burglary, Robbery, Theft & Fidelity*

Coverage for claims relating to "burglary, robbery and theft" of "physical" property owned by the church/entity. This includes loss of "money" due to embezzlement, forgery, theft inside and outside the premises.

## *Fine Arts & Glass*

Coverage provided "per occurrence" for damage to stained glass, art glass, church windows, icons, paintings, sacred vessels, and other art objects. Loss paid on a "current market" value.

- Exclusions (cosmetic, wear and tear, deferred maintenance)
- Appraisal-updated valuation every 5 years
- Verify coverages when receive certificate of property insurance



CONTACT NAME:	Traci Zuk
PHONE (A/C, No, Ext):	224-366-1621
E-MAIL ADDRESS:	Traci_Zuk@ajg.com
PRODUCER CUSTOMER ID:	NORTILL-18

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Travelers Indemnity Company	25658
INSURER B : Philadelphia Indemnity Insurance Company	18058
INSURER C : Travelers Property Casualty Co of America	25674
INSURER D :	
INSURER E :	
INSURER F :	

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

## CERTIFICATE OF PROPERTY INSURANCE

**\*\*Property and Boiler claims are limited to your scheduled values on file with the carrier\*\***  
Sanctuary - Main Street, IL -1528 TIV: \$6,720,468.00 Named Insured:

# **GENERAL LIABILITY**

- **General Liability covers losses for personal injury, including property damage to persons other than employees, where the church may be held legally liable.**
- **The following lines of coverages are included under General Liability:**
- **Premises Liability**
- **Pastoral/professional counseling**
- **Bodily Injury**
- **Incidental Medical**
- **The term “personal injury” includes libel, slander, false arrest, defamation of character, invasion of privacy, wrongful eviction, discrimination, shock, mental anguish, errors and omissions and contractual liability on written contracts**



# CERTIFICATE OF LIABILITY

- Importance of certificates of insurance (COIs)
- COI's are needed for Shared space users, rentals, outside groups
- All contractors doing work on the church property are required to provide a certificate of insurance (COI)

*Certificate of Liability Insurance, listing the "church, its Pastor, Board of Trustees, and NICUMC as "Additional Insureds." The following serves as an example on the wording:*

*"First United Methodist Church, its Pastor, Board of Trustees and NICUMC are additional insureds under the policy."*

The Certificate of Liability Insurance is required to indicate coverage for "General Liability, Automobile Liability and Workers' Compensation."

The required "minimum" limit for General Liability and Automobile Liability is \$1,000,000 and "statutory limits" for Workers' Compensation.

# SHARED SPACE AGREEMENT

In this regard, the following “Release and Waiver of Liability” language is recommended to be incorporated into the respective Shared Space Agreement used by the church. Available on conference risk management website.

*The following document should be placed onto Church letterhead.*

***Release and Waiver of Liability – Read Carefully Before Signing***

*The Church exists for the purpose of worship, education, and missions, and ministers to its members, constituents and the people of the community. We open our doors to church members, regular attendees, and the community by permitting them to use our church facilities.*

*Nominal fees charged for use of the church facilities and staff are meant to offset operating costs during your use of the building and grounds.*

*The Insert Church Name assumes no responsibility or liability for any loss, damage or injuries that occur while using the Church’s facilities, equipment, or the Church’s grounds. Any group or individual using Church property shall indemnify and hold harmless the Insert Church Name from any claim, suit, demand, or action arising out of said group or individual’s use of the Church property or presence thereon.*

*Any group or individual using Church property assumes the risk of damage or injury thereof and hereby releases the Insert Church Name, its trustees, employees, and agents from all liability related to the use of the property.*

*Insert Name of Group/Person is responsible for the conduct of, and will supervise its guest, members, or participants, including children, while they are in the building or on the grounds.*

*Smoking, alcohol, or drug use is prohibited on the property at all times.*

*The undersigned hereby expressly agrees that this release and waiver is intended to be as broad and inclusive as permitted by the laws of the State of Illinois and that if any portion hereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.*

*I have read and accept Insert Church Name’s Shared Space policies, and understand I am responsible for the agreed-upon fees and conditions as indicated herein.*

# CERTIFICATE OF LIABILITY

## *Offsite events*

Information required for issuance of a Certificate of Liability Insurance for offsite events (e.g., parades, festivals, picnics, meetings, banquets, sport venues, etc.):

Church name

Church address

Event name

Event date(s)

Event time(s)

Venue name

Venue address

Name of additional insured

*\*The Certificate of Liability Insurance will extend "Additional Insured" coverage solely to General Liability.*

# **CHILD & YOUTH PROTECTION ---SAFE SANCTUARY**

- Churches in the Northern Illinois Conference are to be "Safe Sanctuary" congregations.
- "Safe Sanctuaries is an overt expression of making congregations safe places where children, youth, and elders may experience the abiding love of God and fellowship within the community of faith. "
- Every congregation is expected to have a Safe Sanctuaries policy.
- Every congregation must train staff and volunteers who have a role in ministries with children, youth, and vulnerable adults. Proof of completion and background check must be reported to the conference. Compliance is completing training every 3 years.
- Misconduct claims will not be covered for incidents involving employees or volunteers that have not successfully completed the Safe Sanctuary training and background check.

Questions regarding Safe Sanctuary policies and procedures may be directed to Fabiola Grandon-Mayer, Director of Connectional Ministries via email at [fgrandon-mayer@umcnic.org](mailto:fgrandon-mayer@umcnic.org).



# WORKERS' COMPENSATION

Protects employees (required by law)

Benefits

Medical Care

Lost Wages

Permanent Disability

Vocational Rehabilitation

# LEADERSHIP PROTECTION

- Directors and Officers Liability & Employment Practices Liability
- Directors and Officers Insurance provide coverage to protect board members and trustees for alleged mismanagement of church resources in their volunteer position/role with the church.
- Employment Practices Liability Insurance provides coverage for claims involving wrongful termination, discrimination, and sexual harassment.

# VEHICLES

- Coverage for vehicles owned by and titled in the name of the church
- Newly acquired/purchased/sold vehicles should be immediately reported to the Conference to make sure coverage is added/deleted
- Hired/non-owned coverage (volunteers using personal cars)
- New hired non/owned vehicle policy is being implemented



# CLAIMS PROCESS

- Gather documentation (photos, invoices, reports)
- Report immediately directly to the respective insurance company per the Claim reporting directory within twenty-four hours of notice
- Covered perils “sudden and accidental”
- Insurance carrier review process
- Role of Conference in supporting churches
- All monies paid for any loss shall be used/applied to complete approved repairs and may not be reallocated and/or reapportioned to any other financial operational use

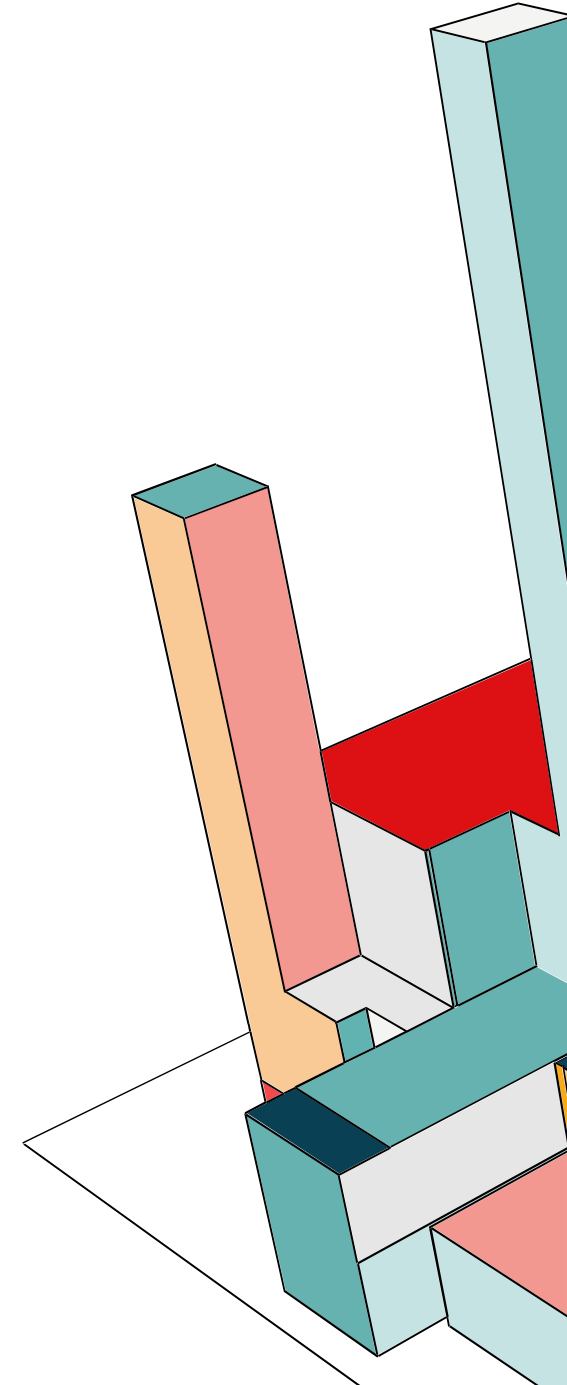


# Claim Reporting Directory

January 1, 2025 – January 1, 2026



Line of Coverage	Carrier Contact Information	Policy Number
Property Insurance	Travelers Property & Casualty Company of America: 800.238.6225 Fax: 800.QUICK-FAX (800.784.5329)	KTK-CMB-0J08847-A-25
General Liability	Philadelphia Insurance Company Phone: 800.765.9749 Fax: 800.685.9238 Email: claimsreport@phly.com	PHUB894700015
Auto Liability & Auto Physical Damage	Philadelphia Insurance Company Phone: 800.765.9749 Fax: 800.685.9238 Email: claimsreport@phly.com Auto glass claims: 877. 443.9893	PHPK263867015
Workers' Compensation	Hartford Insurance Phone: 800.327.3636 Fax: 800.347.8197 Email: Lossconnect@thehartford.com	83WEBT9716
Boiler, Machinery & Equipment Breakdown	Travelers Property & Casualty Company of America: 800.238.6225 Fax: 800.QUICK-FAX (800.784.5329)	BME1-2P797000-TIL-25
Directors & Officers Employment Practices Liability	Atlantic Specialty Insurance Company Phone: 877.248.3455 Email: claims@onebeacon.com	MML3777125 (Affiliated) MML-3777025 (Conference) MML-3777225 (Temple)
Student Accident	<u>Mutual of Omaha</u> Phone: 800.524.2324	SR2014ILP099004
Foreign Trip Travel	ACE American Insurance Phone: 800. 433.0385 24 hrs.: 800.523.9254 ChubbClaimsFirstNotice@chubb.com	PHFD42255051 007



# SCENARIO PLANNING

Example claim: Roof repair (property)





# SCENARIO PLANNING:

Example claim: Fall in fellowship hall (liability)



**PHLY**Risk Management Services  
SLIP, TRIP & FALL PREVENTION GUIDEBOOK

## SLIP, TRIP & FALL PREVENTION AND CONTROL - *continued*

### Slip, Trip, and Fall Incident Report Form

Contact Information			
Incident party's name		Incident party's gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Incident party's address		Incident party's phone #	
Witness # 1 name		Witness #1 phone #	
Witness # 2 name		Witness #2 phone #	
Incident Information - General			
Incident date		Incident time	
Incident location/address		Incident location at building	
How did incident occur? (Record facts, not opinions)			
Describe witness' account(s) of incident			
What injuries were sustained (if any)?			
What medical care was provided and by whom?			
What other actions were taken by building staff?			
Incident Party Information - Additional Information			
What was the party's reason for being on premises?			
What was the party doing when the incident occurred?			
What type of footwear was worn?		Condition of footwear?	
Type of material of sole and heel?		Other, personal contributing factors?	
Incident Scene Information - Additional Information			
Type of walkway? (stairs, ramp, etc.)		Type of surface? (tile, wood, carpet)	
Surface condition? (good, uneven)		Other premises contributing factors?	

Completed by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **RISK MANAGEMENT BEST PRACTICES**

- Insurance coverage is for ministries “approved” by the Church
- Contracts & hold harmless agreements for shared space
- Event safety: Events, picnics, fundraisers, trips, new ministries as we do church reimagined
- Safety plan for church-Active Shooter training November 15, 2025 Journey of Hope Elgin
- Avoiding cosmetic claims (protect loss ratio) stewardship take care of facility
- Regular inspections & maintenance of facilities (Board of Trustees 101 October 14, 2025)
- Sudden and accidental not gradual damage over time (maintenance)

**Our shared goal: keep insurance affordable for every congregation**

# THANK YOU

ELIZABETH STAHL

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## RESOURCES & FOLLOW-UP

Conference Risk Management webpage  
<https://www.umcnic.org/riskmanagement>  
Recording will be available