



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).

Church Sanctuary

Contents	Church	School	Other Buildings
Communion Service			
Bibles			
Hymnals			
Pews			
Baptismal Fonts			
Tables and Chairs			
Pictures and Paintings			
VCRs/Monitors/DVD Players			
Sound Equipment			
CD Players and CDs			
Overhead, Slide, and LCD Projectors			
Security System			
Subtotal			

Church Office

Contents	Church	School	Other Buildings
Files and Filing Cabinets			
Computer Systems			
Copying Equipment			
Telephones			
Office Supplies			
Books			
Other Office Equipment			
Subtotal			



Church Property Inventory

Church School

Contents	Church	School	Other Buildings
School Supplies			
Desks, Tables and Chairs			
Cupboards and Bookcases			
Recreational/Sports Equipment			
Subtotal			

Kitchen

Contents	Church	School	Other Buildings
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			
Subtotal			

Maintenance

Contents	Church	School	Other Buildings	
Maintenance Equipment (vacuums, buffers, waxers, etc.)				
Tools				
Lawn and Snow				



Church Property Inventory

Equipment				
Subtotal				

High Value Items

Certain building items are high in value and need constant **Item** 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.

Also note Preacher'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