

## Diocese of Covington

### Policies & Procedures Manual

Section: Compliance – Insurance and Parish Events

Policy: Insurance Policies and Requirements

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#### INTRODUCTION

Comprehensive property and casualty insurance is provided to diocesan entities under a consolidated policy written by Catholic Mutual Insurance. All property is covered on a replacement cost basis (unless specific waivers have been granted by the Bishop or his designate for actual cash value coverage). Liability coverage is provided at acceptable levels as established by the Diocesan Finance Council. A copy of the Summary of Coverage is provided annually by Catholic Mutual for each entity. To receive an additional copy, call the Diocese of Covington representative at Catholic Mutual at 1-800-228-6108.

#### POLICY OPERATION

The policy with Catholic Mutual is a calendar year policy, renewing on December 31 of each year. Bills are submitted by Catholic Mutual in January of each year for the current year. These bills are due and payable immediately upon receipt. Along with the bills, each institution will receive a “ledger page” indicating the properties covered and the amount of coverage in force. Members of the Parish Finance Council (or other group designated by the pastor) should review the coverage for adequacy. Care should be taken to ensure that each parcel of property owned by the parish is included on the ledger page and only those parcels of property owned by the parish are listed. Property values on the ledger page reflect “replacement cost.” Replacement cost is not the current value of the property, but rather represents the cost of replacing the property with new, like size and shape property (i.e. a 1952 house of 3,000 square feet may not be worth \$200,000, but to replace such property and contents in like condition with a new 3,000 square foot house would likely cost \$200,000). Equipment, furnishings and fixtures are also calculated on a replacement cost basis and generally represent 30% of the value of the property.

Automobile and Workers Compensation coverage are billed separately. See separate section in this manual titled “Workers Compensation” by [clicking here](#).

#### Additions or Deletions to Policy

Catholic Mutual should be notified immediately of all additions or deletions to the policy. This can be done by completing a “Property Change Report” by [clicking here](#).

Care should be taken to inform Catholic Mutual of all new construction before it begins (see the Insurance section of the “Project Planning Procedures Manual” by [clicking here](#)). The Building & Properties Office of the Diocese can assist you in preparing a “Building Report Form” to send to Catholic Mutual that will provide the appropriate level of coverage for your new building/facility. If the addition is equipment, complete the rear of the form and describe the equipment (i.e., tractor, mower, etc.).

#### CLAIMS REPORTING

**Workers Compensation** – See special instructions under “Workers Compensation” in this manual for Workers Compensation claims by [clicking here](#).

**Property Damage or Loss** – If there is a property damage loss, take whatever means are necessary to protect the property from further damage. If contents are involved, separate the damaged articles from the undamaged. If buildings are open to the elements, arrange for temporary protection. You will be reimbursed for these expenses. You should contact Catholic Mutual Claims Department at 1-800-228-6108 as soon as possible.

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**Liability Claims** – It is important that all persons understand the scope, intent and limitations of liability coverage. Pastors and persons holding positions of authority should be extremely cautious about discussing, interpreting, or assuming liability.

If someone is injured on the premises, complete an “Accident Information Report” ([click here](#) for a copy of the report) to obtain the pertinent facts and names and addresses of all witnesses. Tell the injured person that liability coverage is carried and that it will be referred to the carrier. A fair and impartial investigation will be made by a qualified adjuster to determine the facts. **DO NOT UNDER ANY CIRCUMSTANCES ADMIT LIABILITY** or prejudge the facts. Doing so could expose the parish/diocese to a claim unnecessarily or to a claim which might exceed coverage limits. **IT IS IMPORTANT THAT YOU DO NOT DISCLOSE TO ANYONE THE LIMITS OF LIABILITY.**

If approached by anyone other than our adjuster, do not give that person a statement or deposition; simply refer that person to our adjuster and inform the Diocesan Finance Office or Chancery.

If served a summons, refer this promptly to our adjuster. Each summons contains a deadline. Inform the Diocesan Finance Office or the Chancery.

**REPORT ALL CLAIMS TO:**           **CATHOLIC MUTUAL GROUP**  
  **10843 OLD MILL ROAD**  
  **OMAHA, NE 68144**  
  **1-800-228-6108**

### **RISK MANAGEMENT**

**Safety Survey Visits** – Catholic Mutual visits selected locations each year and conducts an in-depth safety survey. On average, each institution is visited once every three years. Arrangements are made well in advance of the visits so that each institution visited may have the appropriate people available to assist the Catholic Mutual representative. This usually requires the participation of maintenance personnel or committee members. The visits are usually conducted in the spring of each year. Those entities not undergoing a safety survey visit will be required to complete a self-inspection report.

**Self-Inspection Report** – As part of the coverage with Catholic Mutual, and in order to control risks, each entity insured under the policy must, at least, complete a self-inspection report. These forms will be sent to you by Catholic Mutual each year or may be obtained by visiting the CMG website at [www.catholicmutual.org](http://www.catholicmutual.org). The reports are to be returned to Catholic Mutual within 30 days with a copy to the Diocesan Finance Office.

**Alcoholic Beverages** – See the following policies included in this manual:

- [Alcoholic Beverages](#)
- [Festival and Parish Events Policies](#)
- [Hall Rental Contract](#)

**Vehicle Safety Policy** – See section in the manual entitled “[Vehicle Policies](#)” for **all** instances where transportation is provided for church sponsored events. This includes owned vehicles, hired vehicles and parish employees and volunteers who provide transportation.