



PRE-ASSESSMENT CHECKLIST

One of the first steps in preparing your policy is understanding your ministry's needs. We do this by visiting with you and touring your facilities.

For maximum efficiency during the visit, please take the time to review this checklist and prepare for the appointment. This way, we can immediately get to work assessing your ministry's needs.

If available, please have the following items handy as a reference during our meeting:

- Calendar of Events
- Budget
- Current Valuation of Building(s)
- Vehicle List, Including Year, Make, and Model
- Payroll
- List of Contents Owned by Others (*Examples: Pastor's theological library, Musical instruments*)
- List of Fine Arts Pieces (*Examples: Paintings, Tapestries, Sculptures, Woodcarvings*)
- List of Ministries
- Number of Foreign and/or Domestic Mission Trips Taken Each Year

THANK YOU FOR ALLOWING US TO SERVE YOU!