

**UPPER NEW YORK ANNUAL CONFERENCE
of the United Methodist Church**

Steps to Elect Modified Replacement Cost Casualty Insurance Coverage

1. Obtain Modified Replacement Cost information sheet and application form for review by the trustees and Church Council/Administrative Board. Please note that the application form has been designed to be completed as you complete the following process.
2. Assess whether your church meets all of the criteria for MRC.
3. Talk with the designated Church Mutual representative to answer questions and make sure church leadership understands the process, what will be covered in case of loss, and what other insurance needs to be added.
4. Both the Trustees and the Church Council/Administrative Board must vote to proceed with the MRC approach and must sign the first set of approvals on the attached form.
5. Notify your District Superintendent for his/her review of this action. He/she must sign a statement on the attached form. The D.S. may choose to involve the District Board of Church Location and Building. The D.S. may also choose to delay his/her final review until Step 6 is completed.
6. Determine the type, size, and cost of an appropriate replacement facility for your congregation and ministry. The information generated should be informed by working with a building professional or at least rooted in good comparison studies. If your District has a Board of Church Location and Building, it may be a good resource for you as you undertake this work. Summarize the results of this planning on the attached form and attach copies of any supporting documentation as requested.
7. Determine how much demolition coverage would be needed in case of total loss. The amount should be sufficient to either restore the property as a salable lot or prepare it for a new building, depending on what your plan calls for.
8. Work with Church Mutual to obtain a quote for Modified Replacement Cost coverage and Demolition coverage.
9. Now, with all information in hand, both the Trustees and the Church Council/Administrative Board must vote to elect MRC coverage and must sign the form as required.
10. Submit the attached form with all necessary signatures, attachments, and the new quotes to: the Conference Finance Office.
11. If approved, the Conference Treasurer will notify Church Mutual to make the change(s) to your coverage and will notify you, the Conference Trustees, and your District Superintendent of the effective date of the change. *(Approval will be given unless there are glaring deficiencies in the forms or plans submitted. It is assumed that the local and District approval process will make such deficiencies unlikely.)*