

Church Shield Insurance

Our Church Shield policy has been designed to meet the demands and needs of those wishing to insure the risks associated with managing churches.



Summary of Cover

This document provides a summary of the features and benefits of the Church Shield insurance policy, together with the exclusions, limitations and your obligations.

Full details of all benefits and terms are in the policy document and schedule.

A policy document is available from us.

Contents

The policy is made up of a number of sections of cover. Your quote or renewal documentation will show which sections of cover you have selected.

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Our support for Church Shield customers



**Excellent rated claims
service**

[www.methodistinsurance.co.uk/
claims](http://www.methodistinsurance.co.uk/claims)



**Specialist risk
management guidance**

[www.methodistinsurance.co.uk/
risk-management](http://www.methodistinsurance.co.uk/risk-management)



**Helplines including
business assistance,
commercial legal
advice and counselling**

For further details, please refer to your policy document.

Please contact us or your broker if you would like this booklet in large print, braille or audio format; or if you would like to receive future literature in another format.

What you need to do

Your obligations

- ▶ You have a duty to present us with a fair presentation of the risks to be insured and must accurately disclose every material fact or circumstance which you know or ought to know about such risks.
- ▶ You must tell us as soon as reasonably possible if any of the details you have told us change.
- ▶ You must take reasonable steps to prevent or reduce loss or damage and maintain the property in a good state of repair.
- ▶ You must tell us as soon as you become aware of any event which may result in a claim.

Your cover

Please note this summary relates to our standard policy cover.

Please contact us if you have any specific needs or requirements, for example if the limits are insufficient to meet your needs.

Important terms explained

12-month contract

Your Church Shield policy is a 12-month contract. The start date of your insurance cover is shown on your policy schedule.

Three-year Long-Term Undertaking and Rate Stability Agreement

You will automatically be entered into a three-year Long-Term Undertaking and Rate Stability Agreement at inception or at the start of a new agreement period. As standard, this agreement applies to all sections of cover except Terrorism and Legal Expenses (your schedule will confirm the sections of cover that this agreement applies to).

Before the agreement commences, you have the choice to opt out.

By entering this agreement, you commit to insuring with us for three years. In return, you will receive the following benefits:

- ▶ **Discount** – Enjoy a discount on all applicable covers
- ▶ **Rate stability** – Have peace of mind knowing that your insurance premium **rate**, for the applicable covers, will not increase if you make a claim during the three-year period

Please note, your premium may still change if:

- ▶ The insurance value of your property changes due to the impact of inflation, or our surveyor revises your property valuation.
- ▶ The Government adjusts Insurance Premium Tax.

We can only adjust your premium rates and/or revise your policy terms in the following circumstances:

- ▶ A change in your activities
- ▶ An increase in the risk of damage or injury
- ▶ A change in or interpretation of legislation which has an impact on the cover provided
- ▶ A change in the availability or cost to us of reinsurance protection

We will give you notice of these. You have the option to agree with the adjustment and continue with the agreement or cancel the agreement.

If there is no change in circumstances and you decide to cancel the agreement before the agreement expiry date, you will be charged a fee (please refer to your policy document for full details).

Section 1 – Property damage

Cover is for damage to buildings and contents caused by the following events. Your schedule will show which events are insured.

- ▶ Fire, lightning and explosion
- ▶ Aircraft
- ▶ Riot
- ▶ Malicious persons
- ▶ Earthquake
- ▶ Storm
- ▶ Flood
- ▶ Escape of water
- ▶ Impact
- ▶ Escape of oil
- ▶ Accidental damage
- ▶ Falling trees
- ▶ Falling aerials
- ▶ Theft or attempted theft
- ▶ Glass, sanitary fixtures and signs

The buildings and contents will be covered up to the sums insured provided by you.

Choosing your Sum Insured

The sum insured is the maximum amount we will pay in the event of an insured loss.

Your sum insured should reflect the cost to fully repair and restore the building to its original condition and to repair or replace the contents. If we have carried out a valuation of your premises, this will reflect the amount we believe it will cost to fully restore the premises.

Cover	Standard wording
Basis of settlement	Repair and restoration or Indemnity.* Your schedule will confirm which basis applies.
Inflation protection	Included
Automatic reinstatement of the sum insured	Included

*Please note, if your cover is on a repair and restoration basis, we may choose to settle your claim on an indemnity basis if the claim cannot be settled on a repair and restoration basis.

Please refer to your policy schedule for details of how the following limits apply, e.g. in total for the period of insurance or any one claim. Any sub-limits will also be detailed there.

Extension	Standard limit
Communion plate and other property away from the premises	Communion plate - £30,000 Cleaning and renovation - £25,000 Office equipment - £10,000 Other portable items - £10,000
Personal belongings	Within geographical limits - £2,500 per person On tour, anywhere in the world - £100 per person
Prizes and donated goods	£5,000
Exhibitions, festivals and events	£10,000
Damage by the emergency services	£10,000
Property in the open	£5,000
Headstones and monuments	£5,000 per church
Alterations and additions	Buildings - £500,000 Contents - £50,000
Bequeathed property	Buildings - £250,000 Other property - £10,000
Lock replacement following loss or theft of keys	£5,000
Frozen food	£20,000

Extension	Standard limit
Sewers and drains	£15,000
Trace and access	£50,000
Loss of oil, gas or water	Loss of oil, gas or water - £5,000 Accidental discharge of LPG or oil - £5,000 Theft of oil - £5,000 Decontamination of grounds - £25,000
Minor contract works	£150,000
Archaeological costs	£250,000
Extinguisher and alarm resetting expenses	Included
Planning Act 1990	20% of sum insured
Fly tipping	£2,500
Loss avoidance measures	£10,000
Removal of wasp, bee or hornet nests	£1,000
Environmental improvements	10% of any one claim up to £500,000

Please refer to section 1 in your policy document for full details of the following exclusions.

Insurable events exclusions

Riot/Malicious persons

- ▶ Cessation of work
- ▶ Confiscation by government
- ▶ Unused buildings

Storm/Flood

- ▶ Frost
- ▶ Water table level
- ▶ Fences and gates
- ▶ Unused buildings

Escape of water

- ▶ Sprinkler leakage
- ▶ Unused buildings

Escape of oil

- ▶ Unused buildings

Accidental damage

- ▶ Specifically insured
- ▶ Gradual causes, depreciation, atmospheric conditions and defective design or workmanship
- ▶ Vermin
- ▶ Processing
- ▶ Mechanical or electrical breakdown
- ▶ Electrical valves, bulbs or tubes
- ▶ Collapse or cracking
- ▶ Hardstanding areas
- ▶ Wind turbines and solar panels
- ▶ Unexplained shortage or disappearance
- ▶ Weather restriction
- ▶ Unused buildings

Theft or attempted theft

- ▶ Scaffolding
- ▶ Unused buildings

Glass, sanitary fixtures and signs

- ▶ Specifically insured
- ▶ Unfixed glass
- ▶ Alterations
- ▶ Bulbs or tubes
- ▶ Unused buildings

Section exclusions

- ▶ Subsidence, heave or landslip
- ▶ Wet or dry rot
- ▶ Moveable property in the open
- ▶ Consequential loss
- ▶ Specifically insured
- ▶ Terrorism
- ▶ Date recognition
- ▶ Pollution or contamination
- ▶ Infectious or communicable disease
- ▶ Cyber

Section 2 – Loss of income

Provides insurance cover to protect your church income following a property damage loss, up to £100,000 over 36 months.

Please refer to your policy schedule for details of how the following limits apply, e.g. in total for the period of insurance or any one claim. Any sub-limits will also be detailed there.

Extension	Standard limit
Prevention of access – Damage	£100,000
Prevention of access – Non-damage within 1 mile of the premises	£10,000
Bomb scare	£10,000
Food poisoning, defective sanitation, vermin, murder or suicide	£100,000
Suppliers' premises	£10,000
Utility suppliers' premises	£100,000
Failure of utility supply – Pipes and cables	£5,000
Failure of telecommunication services	£5,000
Reinstatement of data	£25,000
Computers – Increased cost of working	£25,000
Book debts	£50,000
Events and exhibitions away from the premises	£10,000
Church event – Cancellation	£1,000
Archaeological digs	Included

Please refer to section 2 in your policy document for full details of the following exclusions and condition.

Section exclusions

- ▶ Unnecessary delay
- ▶ Archaeological exercise
- ▶ Non-covered damage

Special condition

- ▶ Back-up records (Reinstatement of data extension)

Section 3 – Money

Provides cover for loss of money.

Cover	Standard limit
Non-negotiable money (e.g. crossed cheques)	£250,000
Money in transit or in a bank night safe	£5,000
Loss of money while being counted, or in the home of an employee, official, or member of your clergy	£5,000
Loss of money from a locked safe in your church or hall	£5,000
Any other loss (e.g. theft from collection tins or alms boxes)	£500

Please refer to your policy schedule for details of how the following limits apply, e.g. in total for the period of insurance or any one claim. Any sub-limits will also be detailed there.

Extension	Standard limit
Damage to safes	Included
Damage to clothing and personal belongings	£1,000 per person
Fundraising events	Standard money limits increased for a set period
Fraudulent use of credit and debit cards	£1,000 per card
Identity theft	£1,000

Please refer to section 3 in your policy document for full details of the following exclusions and condition.

Section exclusions

- ▶ Unattended vehicles
- ▶ Deception
- ▶ Errors and unexplained shortage
- ▶ Specifically insured
- ▶ Terrorism
- ▶ Date recognition
- ▶ Infectious or communicable disease
- ▶ Cyber

Section condition

- ▶ Escort requirements

Section 4 – Terrorism

Provides cover for damage to your property and, if you choose, resultant loss of income that is insured under other sections of this policy following an Act of Terrorism.

Cover applies in England, Wales and Scotland but not the territorial seas adjacent as defined by the Territorial Sea Act 1987. Cover is provided up to the relevant sum insured under the Property damage or Loss of income section.

Optional cover

- ▶ Non-damage Loss of income

Please refer to section 4 in your policy document for full details of the following exclusions and condition.

Section exclusions

- ▶ Riot, civil commotion or war
- ▶ Computer virus, hacking or phishing

Section condition

- ▶ Burden of proof

Section 5 – Theft by officials

Provides cover up to £10,000 for loss of your money (including electronic transfer of your funds) caused by an act of fraud or dishonesty of an employee or volunteer.

Extension	Standard limit
Auditors' fees	Up to the limit of indemnity
Previous insurance	Up to the limit of indemnity

Please refer to section 5 in your policy document for full details of the following exclusions and conditions.

Section exclusions

- ▶ Consequential loss or loss of interest
- ▶ After discovery of a prior act
- ▶ Prior to start date
- ▶ Specifically insured
- ▶ Date recognition
- ▶ Infectious or communicable disease
- ▶ Cyber

Section conditions

- ▶ Notice of loss
- ▶ Deduction from loss
- ▶ Recoveries
- ▶ Loss prevention

Section 6 – Liabilities

Employers' liability

Employers' liability cover provides an indemnity to you for your legal liability to pay damages to your employees and volunteers following injury in the workplace.

The standard limit is £10,000,000 (£5,000,000 if terrorism related) for any one event.

Extension	Standard limit
Unsatisfied court judgements	Included
Compensation for court attendance	Church official - £500 per day Employed person - £250 per day

Please refer to section 6 in your policy document for full details of the following exclusions.

Employers' liability exclusions

1. Road traffic legislation
2. Fines and penalties
3. Radioactive contamination

Public & products liability

Public & products liability cover provides an indemnity to you for your legal liability to pay damages to third parties (not employees) for injury or damage to their property.

The standard limit is £10,000,000 (£5,000,000 if terrorism related).

For claims arising from your activities, the standard limit applies to any one event. For products you supply, or for claims arising from pollution or contamination, the standard limit applies to any one period of insurance.

Extension	Standard limit
Cross liabilities	Included
Compensation for court attendance	Church official - £500 per day Employed person - £250 per day
Contingent motor liability	Included
Data protection	Damages - £1,000,000 any one period of insurance Costs - £100,000 any one period of insurance
Defective Premises	Included
Overseas personal liability	Included
Clean-up costs	£1,000,000 any one period of insurance
Indemnity to private hirers	£2,000,000 any one event (for products, this limit is for any one period of insurance)
Libel, slander and breach of intellectual property rights	£250,000 any one period of insurance

Extension	Standard limit
Pastoral care indemnity	Injury or Property damage - £5,000,000 any one period of insurance Financial loss - £100,000 any one period of insurance
Errors & omissions	£100,000 any one period of insurance
Errors & omissions – Independent examination	£25,000 any one period of insurance
Reimbursement of additional motor costs for officials and authorised volunteers	Excess reimbursement - £250 per person, any one period of insurance Premium reimbursement - £250 per person, any one period of insurance
Professional counselling services	Optional
Parish nursing	Optional
Legionella	Optional

Please refer to section 6 in your policy document for full details of the following exclusions.

Public & products liability exclusions

- ▶ Advice
- ▶ Injury to employees
- ▶ Property in your custody
- ▶ Vehicles and crafts
- ▶ Pollution or contamination
- ▶ Product defects and recall
- ▶ Contractual liability
- ▶ Fines or penalties
- ▶ Products exported to North America
- ▶ Overseas work
- ▶ Asbestos
- ▶ Pastoral care
- ▶ Professional counselling

Prosecution defence costs

Provides you with cover for legal costs and expenses and costs awarded against you resulting from a breach of:

- ▶ the Health & Safety at Work etc. Act 1974
- ▶ Part II of the Consumer Protection Act 1987
- ▶ the Food Safety Act 1990

The limit is £500,000 for any one claim.

Please refer to section 6 in your policy document for full details of the exclusions that apply to this cover.

Please refer to section 6 in your policy document for full details of the following exclusion and conditions.

Liabilities section exclusion

- ▶ Cyber

Liabilities section conditions

- ▶ Claims conditions - Our rights

Section 7 – Church council & trustee indemnity

Provides cover for claims made against the church council and trustees, for wrongful acts committed while managing the church.

Cover is arranged on a 'claims made' basis which means it covers claims made against you and notified to us during the period of insurance.

The standard limit of indemnity is £250,000 for any one period of insurance.

Extension	Standard limit
Extended reporting period	Included
Retired trustees	Included
Outside boards	Included
Emergency costs and expenses	10% of the limit of indemnity
Investigation costs	Included
Pollution defence costs	Included
Compensation for court attendance	£500 a day

Please refer to section 7 in your policy document for full details of the following exclusions and conditions.

Section exclusions

- ▶ Other insurance
- ▶ Advice
- ▶ Fraud and reckless acts
- ▶ Prior and pending
- ▶ Injury
- ▶ Pension
- ▶ Failure to insure
- ▶ Legal jurisdiction
- ▶ Employment dispute
- ▶ Guarantee or agreement
- ▶ Fines or penalties
- ▶ Property damage
- ▶ Pollution

Church council liability cover exclusions

- ▶ Cyber
- ▶ Vehicles and crafts
- ▶ Products
- ▶ Asbestos
- ▶ Breach of contract
- ▶ Intellectual property rights

Section conditions

- ▶ Notification of claims
- ▶ Conduct and settlement of claims
- ▶ Personal cover

Section 8 – Legal expenses

To ensure an expert service, the cover under this section has been arranged through ARAG Legal Expenses Insurance Company Ltd (ARAG). We are responsible for paying any claims under this section, but ARAG manage all claim matters and correspondence on our behalf.

Access to telephone legal advice, alongside legal expenses cover for a range of legal issues that may arise, up to a limit of £250,000 for legal costs and expenses and employment compensation awards (the compensation award is further limited to a £1,000,000 limit in total for all such awards in any one period of insurance).

In all civil cases, apart from those arising under your cover for 'Employment practices legal protection and compensation awards' and 'Legal defence', cover is subject to a "reasonable prospects of success" clause. Reasonable prospects is a 51% or greater chance of success, as assessed by a law firm or tax expert chosen by ARAG.

In certain circumstances (with ARAG's prior agreement) you may appoint your own legal representative when legal proceedings start or if there is a conflict of interest, who will be subject to ARAG's standard terms of appointment. This includes an hourly rate not exceeding £100 per hour. Any costs that fall outside the standard terms will not be paid by us.

Cover is provided for the following legal issues:

Employment practices legal protection and compensation awards
Legal defence
Statutory licence appeal
Contract disputes
Debt recovery
Property protection and personal injury
Tax protection

Please refer to section 8 in your policy document for full details of the following exclusions and conditions.

Section exclusions

- ▶ Late notification
- ▶ Costs incurred prior to acceptance
- ▶ Fines and penalties
- ▶ Ecclesiastical law
- ▶ Unauthorised actions
- ▶ Intellectual property
- ▶ Deliberate actions
- ▶ Rights under franchise
- ▶ Disputes
- ▶ Shareholding
- ▶ Judicial review
- ▶ Bankruptcy
- ▶ Libel and slander
- ▶ Representation
- ▶ Terrorism

Section conditions

- ▶ Your representation
- ▶ Your responsibilities
- ▶ Offers to settle a claim
- ▶ Assessing and recovering costs
- ▶ Cancelling an appointed representative's appointment
- ▶ Withdrawing cover
- ▶ Expert opinion
- ▶ Arbitration
- ▶ Keeping to the policy terms
- ▶ Equivalent laws

Section 9 – Personal accident

Provides compensation to the insured in the event of accidental bodily injury to the following insured persons, causing temporary or permanent disablement or death.

- ▶ Your Ministers, whether on duty or not, including whilst temporarily abroad.
- ▶ Your employees and volunteers whilst carrying out your activities.
- ▶ Children aged 3 or over taking part in activities organised by you.
- ▶ Members of a UK-tour organised by you.

Benefits

Occurrence	Level of benefit 3-15 years of age	Level of benefit 16-80 years of age
Death	£5,000	£10,000
Loss of: sight, one or more limb(s), speech or hearing	£10,000	£10,000
Permanent total disablement (from usual occupation or occupation the individual is suited to)	£10,000	£10,000
Temporary partial disablement (from normal church duties or usual occupation)	£5 per week up to 104 weeks	£50 per week up to 104 weeks
Temporary total disablement (from normal church duties or usual occupation)	£10 per week up to 104 weeks	£100 per week up to 104 weeks

Extension	Standard limit
Hospital benefit and Medical expenses	Medical expenses - £2,500 Hospital benefit - up to £200
Clothing and personal belongings	£1,000 per person
Loss of deposits	£500 per person
Assault	£5,000 per person
Disappearance	Included
Exposure	Included
Paralysis	Included

Please refer to section 9 in your policy document for full details of the following exclusions and condition.

Section exclusions

- ▶ Suicide and psychiatric conditions
- ▶ Excluded activities
- ▶ Age limits
- ▶ Terrorism

Section condition

- ▶ Post-mortem examination

Policy exclusions

The following exclusions apply to the policy (please refer to the individual sections of cover regarding exclusions/limitations that apply to each section).

Please refer to your policy document for full details of the following exclusions.

- ▶ Excess
- ▶ Radioactivity and bio-chemical weapons
- ▶ War risks

Policy conditions

The following conditions apply to the policy (please refer to the individual sections of cover regarding conditions/limitations that apply to each section).

Please refer to your policy document and policy schedule for full details of the following conditions.

- ▶ Duty of fair presentation
- ▶ Reasonable care
- ▶ Unused buildings
- ▶ Claims - Your duties
- ▶ Claims - Our rights
- ▶ Alteration of risk
- ▶ Contribution by other insurance policies
- ▶ Fraudulent claims
- ▶ Arbitration/Disagreements about the amount we will pay
- ▶ Cancelling the policy
- ▶ Long term undertaking and rate stability agreement
- ▶ Law applicable
- ▶ Rights of third parties
- ▶ Sanctions
- ▶ Assignment
- ▶ Theft of external metal

Important questions answered

Who is the policy underwritten by?

Methodist Insurance plc. The legal expenses section is arranged through ARAG Legal Expenses Insurance Company Ltd (ARAG).

How long will the policy run for?

Generally 12 months from the start date shown on your policy schedule.

What are the payment options?

You can either pay for your policy in full or by instalments. If you pay by instalments, you must make regular payments as detailed in your credit agreement.

Where am I covered?

In England, Scotland, Wales, Northern Ireland, the Channel Islands and the Isle of Man or elsewhere as agreed and shown in your policy schedule and policy document.

How can the policy be cancelled?

- ▶ We have the right to cancel your policy by sending seven days' notice and a refund of the proportionate premium for the unexpired cover will be given.
- ▶ You may request to cancel the policy at any time. There is no refund of premium if you do.

There are certain circumstances, for example in the Alteration of risk, Duty of fair presentation, Fraudulent claims and Sanctions conditions, where this may vary.

What happens at renewal?

We will send notice that your policy is approaching renewal before it is due. Your requirements may change over time, therefore please contact us if you wish to discuss your needs or any additional insurance requirements.

How do I make a claim?

New claims can be reported **24 hours a day, 7 days a week**.

For enquiries about existing claims, services are available from **Monday to Friday 8am to 6pm**.

For claims (other than Legal expenses) call:

 **0345 606 1331**

For Legal expenses claims call:

ARAG Legal Expenses Insurance Company Ltd

 **0345 601 2791**

Full details of our claims conditions can be found in the policy documentation.

How do I make a complaint?

If you are unhappy with our products or service, please let us know as soon as possible.

For all complaints (other than Legal expenses complaints)

You can contact us on:

 **0345 606 1331**

or email us at:

 **enquiries@micmail.com**

For Legal expenses complaints

You can contact ARAG on:

 **0344 893 9013**

Or email ARAG at:

 **customerrelations@arag.co.uk**

Full details of our complaints procedure can be found in the policy document.

What happens if Methodist Insurance can't meet its obligations?

Methodist Insurance plc contributes to the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation from the FSCS if Methodist Insurance plc is unable to meet its obligations.

Further information about the compensation scheme is available at:

 **www.fscs.org.uk**

Or you can contact the FSCS by email at:

 **enquiries@fscs.org.uk**

or by calling:

 **0800 678 1100** (+44 207 741 4100 from abroad)

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