

**Churches Participating  
In the  
Great Plains Annual Conference  
Property/Liability Insurance Program**

**PROPERTY - CRIME – LIABILITY  
BUSINESS AUTO  
WORKERS' COMPENSATION  
UMBRELLA LIABILITY**

**INSURANCE & RISK MANAGEMENT PLAN**

**January 1, 2019 to January 1, 2020**

---

**Insurance Broker**

AssuredPartners  
4435 Main Street, 4<sup>th</sup> Floor  
Kansas City, MO 64111

Phone: 800-304-9852  
Phone: 913-831-1777  
Fax: 913-831-4730  
Email:  
Sue.courtney@assuredpartners.com  
Karen.hoskins@assuredpartners.com  
Shelly.katoch@assuredpartners.com

**Program Insurers**

Philadelphia Indemnity Insurance Company (Crime, Auto, General Liability, Professional Liability)  
AGCS Marine Insurance Company (Property/Boiler)  
Hartford Insurance Company of the Midwest (NE/KS) Twin City Fire (CO) (Workers' Compensation)  
The American Insurance Company (Fireman's Fund (Excess Liability)  
Directors & Officers/Employment Practices – Refer to Policy (If Purchased)



# TABLE OF CONTENTS

	PAGE
Disclosures .....	3
Notice of Changes .....	4
Package Insurance Plan .....	5
Summary of Insurance:	
Property and Boiler & Machinery / Equipment Breakdown Insurance .....	5
Crime Insurance .....	8
Commercial General Liability Insurance .....	9
Employee Benefit Liability Insurance .....	10
Commercial Auto Insurance .....	10
Umbrella Excess Liability Insurance .....	10
Workers' Compensation .....	12
Claim Reporting Procedure .....	13
Directors & Officers Liability Insurance/Employment Practices Liability - if Purchased .....	15
Certificates of Insurance .....	17
General Questions .....	18

# Important Disclosures

The booklet is an outline of the coverages proposed by the insurers, based on the information provided by your company. It does not include all the terms, coverages, exclusions, limitations, or conditions of the actual contract language. The policies themselves must be read for those details. Policy forms for your reference will be made available upon request.

## Proposed Carrier Ratings and Admitted Status

Proposed Carriers	A.M. Best's Rating	Admitted/Non-Admitted
Philadelphia Indemnity Insurance Co.	A++ XV	Admitted
Hartford Insurance Company	A+ XV	Admitted
AGCS Marine Insurance Company	A+ XV	Admitted
AIG	A XV	Admitted
The American Insurance Company	A+ XV	Admitted

If the above indicates coverage is placed with a Non-Admitted Carrier, the carrier is doing business in the state as a surplus lines or non-admitted carrier. As such, this carrier is not subject to the same regulations that apply to an admitted carrier nor do they participate in any insurance guarantee fund applicable in that state.

## Guide to Best Ratings Rating Levels and Categories

Level	Category	Level	Category	Level	Category
A++, A+.....	Superior	B, B- .....	Fair	D.....	Poor
A, A- .....	Excellent	C++, C+ .....	Marginal	E.....	Under Regulatory Supervision
B++, B+.....	Very Good	C, C-.....	Weak	F .....	In Liquidation
				S.....	Rating Suspended

Best's Insurance Reports, published annually by A.M. Best Company, Inc., presents comprehensive reports on the financial position, history, and transactions of insurance companies operating in the United States and Canada. Companies licensed to do business in the United States are assigned a Best's Rating which attempts to measure the comparative position of the company or association against industry averages.

Copies of the Best's Insurance Reports on the insurance companies are available upon your request.

AssuredPartners uses A.M. Best & Co.'s rating services to evaluate the financial condition of insurers whose policies we propose to deliver. AssuredPartners makes no representations and warranties concerning the solvency of any carrier, nor does it make any representation or warranty concerning the rating of the carrier which may change.

# Notice of Changes

## ATTENTION

This booklet of coverage is intended to facilitate your understanding of the insurance program we have arranged on your behalf. It is not intended to replace or supersede your insurance policies.

### Changes and Developments

It is important that we be advised of any changes in your operations that may have a bearing on the validity and/or adequacy of your insurance. The types of changes that concern us include, but are not limited to, those listed below:

1. Changes in any operation such as expansion to another state, new product.
2. Mergers and/or acquisition of new companies.
3. Any newly assumed contractual liability, granting of indemnities, or hold harmless agreements.
4. Circumstances, which may require an increased liability insurance limits.
5. Any changes in fire or theft protection, such as the installation of or disconnection of sprinkler systems, burglar alarms, etc. This includes any alterations to it.
6. Immediate advice of any changes to scheduled equipment such as contractors' equipment, electronic data processing, etc.
7. Property, of yours that is in transit, unless we have previously arranged for the insurance; beyond the limits provided.
8. Any changes in existing premises including vacancy, whether temporary or permanent, alterations, demolition, etc. Also, any new premises purchased, constructed, or occupied.
9. Notification of boiler on premises.
10. Notification of special events which are not automatically insured. See special events below.

### Coverage Not Included in the Conference Insurance Plan

1. Renters Personal Liability insurance and Personal Automobile Insurance
2. Events not under the direct sponsorship, control or supervision of the Insured.
3. Coverage for outside groups using your facilities. They must purchase their own insurance. We recommend that you obtain certificates from the outside groups. (Refer to page 16 of this booklet.)
4. **Special Events:** Aircraft, Motorcycle Runs/Auto Rallies, Fireworks, Firearms, Animals other than household pets or blessing of the animals, Mechanical rides, Contact Sports, Rodeos, Political Rallies, Events with Liquor & Activities by 3<sup>rd</sup> Party Telemarketing, Direct Mail or Internet Advertising. Inflatables are included provided vendors carry a minimum of \$1,000,000 in liability coverage and the vendor is responsible for set up, take down and supervision. A certificate of insurance must be in possession of the church at the time of the rental. **If the inflatable is owned by the church, it must be reported prior to the event; subject to receipt of a special event application and additional premium if applicable.** (The following is included without notification: Carnivals, Parades, Fairs, Retreats, Celebrations, Concerts, Events with more than 500 or last more than 5 days, World Health Fairs, Golf Tournaments, Runs, Church Suppers and Plays.)

## PACKAGE INSURANCE PLAN

**Company:** Philadelphia Indemnity Insurance Co. (*Except* Property, Boiler)  
**Policy Number:** Policy # PHPK 1915292

**Company:** AGCS Marine Insurance Co. (Property, Boiler)  
**Policy Number:** Policy # MXI93082013

### I. Property Insurance (AGCS Marine Insurance Company)

**Deductible:** Per Occurrence – Based on Total Building/Contents Value for Each Church. See Certificate of Coverage for your church deductible.

Churches up to \$500,000 Total Value – \$1,000 Property Deductible

Churches from \$500k-\$1.5M Total Value – \$2,500 Deductible

Churches from \$1.5-\$10M Total Value - \$5,000 Deductible

Churches from \$10M-\$20M Total Value – \$7,500 Deductible

Churches over \$20M Total Value – \$10,000 Deductible

#### A. Property Covered

- “Real Property” means:
  - Buildings - as scheduled;
  - Permanent structures (including permanently installed furniture, pipe organs, fixtures, glass, stained glass windows, fences, machinery, equipment, outdoor fixtures);
  - Personal property owned by you that is used to maintain the buildings, structures, on their premises including fire extinguishing equipment, outdoor furniture, floor coverings and kitchen appliances.
  - Materials, equipment, supplies, and temporary structures within 1,000 feet of described premises used to maintain or service the buildings or structures
- “Personal Property” means:
  - Owned personal property as scheduled;
  - Personal property of others in your care, custody, or control up to \$10,000, on or within 1,000 feet of your premises.
  - Your interest in “improvements and betterments” (fixtures, alterations, installations, or additions) to buildings or structures you occupy but do not own.
  - Electronic Data Processing (EDP) - Equipment & Data (As Scheduled)
- “Boiler and Machinery” means:
  - “Object” means any boiler, fired or unfired pressure vessel, refrigerating or air-conditioning system, piping and its accessory equipment, and any mechanical or electrical machine or apparatus used for the generation, transmission or utilization of mechanical or electrical power.
  - Coverage is provided within the policy per schedule on file with AGCS Marine Insurance Company.
- “Premises” means:
  - The location(s) as described in the schedule on file with AGCS Marine Insurance Company
  - Vacancy restriction applies but may be removed for specified locations subject to underwriting review. Notification of vacant premises is required.

## B. Covered Cause of Loss

- Means RISK OF DIRECT PHYSICAL LOSS not otherwise excluded, which occurs during the policy period.
- Typical exclusions include, but are not limited to;
  - 1) Nuclear hazard;
  - 2) War and military action;
  - 3) Expected, preventable, or accumulated losses such as:
    - Wear and tear
    - Smoke, vapor, or gas from agricultural smudging or industrial operations
    - Smog
    - Rust, corrosion, fungus, decay, deterioration, hidden or latent defect
    - Nesting or infestation by insects, birds, rodents, or other animals.
    - Settling, cracking, shrinking or expanding
  - 4) Governmental Action – seizure or destruction of property
- Reference should be made to the policy form for a complete list of exclusions and conditions.

## C. Replacement Cost Coverage

- Replacement Cost without deduction for depreciation is provided for Buildings and Personal Property of the Insured.
- If you elect to not repair, rebuild, or replace, the claim will be settled at the Actual Cash Value. Rebuild at another site is included.
- Ordinance or Law Compliance – The cost to demolish undamaged property and increased cost of construction required by applicable zoning, land use, building or construction codes or laws at the time of loss. Sublimit of \$500,000 for demolition and increased cost of construction is included.

## D. Coverage Limits

- Per occurrence, *blanket* per scheduled location (except Earthquake and Flood)  
Deductible – See Certificate
- Earthquake Annual aggregate limit, at all locations combined \$ 50,000,000  
Deductible - each loss \$25,000
- Flood Annual aggregate limit, at all locations combined \$ 50,000,000  
Deductible each loss \$ 25,000\*  
**Except:**
  - Between 100-year to 500-year flood zones - 2% subject to minimum \$100,000 (Zone B, X500, X (shaded))
  - Within a 100-year flood zone - Excess of NFIP policy whether purchased or not, subject to a minimum of \$250,000 building/\$250,000 contents for dwellings and \$500,000 for buildings/\$500,000 contents for all other occupancies (All Zone A's and V's)
  - \$100,000 business income deductible applies within a 100-year flood zone.

## Coverage Limits Continued:

- Business Income with Extra Expense  
Per Location / Per Occurrence or as scheduled \$ 100,000  
i.e. necessary expense, over and above normal expenses  
incurred to allow continuation of normal church operations  
following a covered loss. (72 Hour Wait)
- Coinsurance Requirement Agreed Value

### E. Additional Coverage:

- Debris Removal (180-day reporting) – After a covered loss 25% of Loss  
  - Amount paid for direct physical loss to covered property. Plus \$250,000
- Trees, shrubs, plants including debris removal damaged by fire, lightning, explosion, riot  
or aircraft; subject to limitations.  
  - Aggregate Limit \$ 50,000
- Boiler Vessel Coverage - Included
- Mechanical Breakdown Equipment Included
- Expediting Expense (Boiler & Machinery) –The reasonable extra cost of  
temporary repair and/or expediting the repair of property insured \$ 100,000
- Preservation of Property-If it is necessary to move Covered Property from  
described premises to preserve it from loss or damage by a Covered  
Cause of Loss, we will pay for any direct physical loss or damage to that  
property:  
  - While it is being moved or while temporarily stored at another  
location; and Until Policy Expiration
- Pollution Clean Up and Removal (Land or Water) Must be reported  
within 180 days of loss - \$25,000 Per Occurrence  
Annual aggregate limit \$ 100,000
- Fire Department Service Charges \$ 50,000
- Fire Extinguisher Recharge \$50,000
- Newly Acquired or Constructed Property – 180-day coverage period \$ 1,000,000
- Unreported Premises No Coverage
- Church Property in Transit  
  - Limit per occurrence: \$ 100,000
- Accounts Receivable \$ 250,000
- Fairs or Exhibitions – Limit per exhibition  
  - Personal Property \$ 100,000

■ Off Premises Service Interruption with Overhead Transmission Lines Coverage Including Direct Damage	
▪ Direct Damage	\$100,000
▪ Indirect Damage – 12 Hour Waiting Period	\$100,000
■ Valuable Papers	\$250,000
■ Personal Property of Clergy occupying church-owned property	
▪ Per occurrence/per location	\$25,000
■ Builders Risk	
Please contact AssuredPartners on all projects	
■ Sewer Backup	\$250,000
■ Fine Arts	Per Schedule
■ Reward	\$10,000
■ Outdoor Signs – unattached – (Contents Limit)	Included in Limits
■ Personal Property of Others in the Care, Custody & Control	
▪ Contents Limit	Included in Limits

## II. Crime – Limits are “Per Occurrence” (Philadelphia Indemnity Co.)

A. Blanket Employee Dishonesty-Including Volunteer Workers as Employees	\$500,000
B. Forgery or Alteration	\$50,000
C. Theft Disappearance and Destruction	
▪ Money and Securities - Inside the Premises	\$25,000 (*)
▪ Money and Securities - Outside the Premises	\$25,000 (*)
(*) Limits for Money and Securities coverage will be increased 100% for the weekend collections of Palm Sunday, Easter Sunday, Mother’s Day, the weekends preceding and following Christmas Day.	
D. Computer Fraud	\$50,000
E. Funds Transfer	\$100,000
■ Deductible any one occurrence	
▪ Blanket Employee Dishonesty/Funds Transfer	\$1,000
▪ Other Crime Coverages	\$500



### III. Commercial General Liability Insurance (Philadelphia Indemnity Co.)

Limits are "Each Occurrence" or as noted otherwise – Aggregate Limits are Per Named Church

#### A. Limits of Coverage

■ Bodily Injury and Property Damage Liability	\$1,000,000
■ Personal and Advertising Injury	\$1,000,000
■ Medical Payments – Each Person	\$15,000
■ General Aggregate – Limit Per Policy Year	\$3,000,000
■ (Applies to all General Liability coverage other than Products / Completed Operations)	
■ Products / Completed Operations Aggregate Limit Per Policy Year	\$3,000,000

#### B. Extensions of Coverage

■ Sexual or Physical Abuse or Molestation	
▪ Occurrence	\$1,000,000
▪ Aggregate	\$3,000,000
■ Professional Liability including Pastoral Counseling	
▪ Per Incident	\$1,000,000
▪ Aggregate	\$3,000,000
■ Property Damage Legal Liability-any one fire or occurrence	\$1,000,000
■ Non-owned Watercraft Liability	Boats under 58 Feet
■ Intentional Property Damage (due to reasonable force)	Included
■ Additional Insureds and Waiver of Subrogation – Any person or organization for whom you have specifically agreed in writing to provide additional insured primary coverage under this form (As requested).	

#### C. Description of Coverage

- Additional Insureds – Members, Directors, Trustees, Employees and Volunteers
  - Premises and Operations
  - Products and Completed Operations
  - Personal Injury and Advertising Injury Liability
  - Blanket Contractual
  - Teachers Liability (Corporal Punishment)
  - Extended Bodily Injury (Protection of Persons or Property)
  - Limited Worldwide Protection (If suit is brought within the U.S.)
  - Incidental Medical Malpractice
  - Bodily Injury Includes Mental Anguish
- Exclusion of Specified Special Events: Aircraft, Motorcycle Runs/Auto Rallies, Fireworks, Firearms, Animals other than household pets or blessing of the animals, Mechanical rides, Contact Sports, Rodeos, Political Rallies, Events with Liquor & Activities by 3<sup>rd</sup> Party Telemarketing, Direct Mail or Internet Advertising. Inflatables are included provided vendors carry a minimum of \$1,000,000 in liability coverage and the vendor is responsible for set up, take down and supervision. A certificate of insurance must be in possession of the church at the time of the rental. **If the vendor does not meet the requirements; liability from the use of the inflatable is not covered. If the inflatable is owned by the church, it must be reported prior to the event; subject to receipt of a special event application and additional premium if applicable.** (The following is included without notification: Carnivals, Parades, Fairs, Retreats, Celebrations, Concerts, and Events with more than 500 or last more than 5 days, World Health Fairs, Golf Tournaments, Runs, Church Suppers and Plays.)

#### IV. Employee Benefit Liability Insurance – Claims Made Coverage

■ Occurrence Limit	\$ 1,000,000
■ Annual Aggregate Limit	\$ 1,000,000
■ Deductible Each Claim	\$ None
■ Retroactive Date:	1/1/2014
■ Prior/Pending Matter Litigation Date:	1/1/2014

Coverage for injury caused by any negligent act, error, or omission of the Insured or of any other person for whose acts, errors, or omissions the Insured is legally liable, in the administration of the Insured's "Employee Benefit Program"

#### V. Commercial Auto Insurance – # PHPK 1915292 (Philadelphia Indemnity Co.)

- **Owned Vehicles** (Vehicles must be reported for coverage to take effect)
- **Liability Limits (Any one occurrence or loss)**
  - Bodily Injury and Property Damage Liability (Owned, Hired & Non-Owned) \$ 1,000,000
  - Medical Payments - Each Person – Owned Autos \$ 5,000
  - Uninsured / Underinsured Motorists Liability - Owned Autos \$ 1,000,000
  - PIP – Owned Autos Statutory Limits
- **Physical Damage (As Scheduled) – Owned Vehicles must be reported for coverage to take effect) – Hired Car Physical Damage Included**
  - Comprehensive – A.C.V. – Deductible: \$ 500
  - Collision – A.C.V. – Deductible: \$ 1,000
  - "Hired Autos": Only those "autos" you lease, hire, rent or borrow. This does not include any "auto" you lease hire, rent, or borrow from any of your "employees".
  - "Non-Owned Autos": Only those "autos" you do not own, lease, hire, rent or borrow that are used in conjunction with Church business. Coverage includes "autos" owned by your "employees", but only while used in conjunction with Church business.

#### VI. Umbrella Excess Liability – #PHUB 657000 (Philadelphia Indemnity Co.)

**Coverage:** Excess Liability

- "Underlying Insurance" means the insurance afforded by the policies listed in the Schedule of Underlying Insurance contained in the Declarations of the Plan policy.
- **Limits of Insurance:**
  - Each Occurrence \$ 20,000,000
  - General Aggregate \$ 20,000,000
  - Sub-Limit – Aggregate – Sexual Misconduct \$ 5,000,000
  - Excess of Underlying Limits
    - General Liability – per Occurrence \$ 1,000,000
    - General Liability – Aggregate \$ 3,000,000
    - Automobile Liability – CSL \$ 1,000,000
    - Employers Liability \$ 1,000,000
  - Retained Limit \$ 10,000

**This is a shared group excess liability limit with the Great Plains Annual Conference**

**ADDITIONAL EXCESS LIABILITY INSURANCE PLAN**

**The American Insurance Company (Fireman's Fund).....Policy No. FHE32366551**

\$10,000,000 Policy Aggregate excess of \$20,000,000 Occurrence/Aggregate Philadelphia  
Primary and Primary Umbrella Limits  
(Excludes Professional/Misconduct)

**This is a shared group excess liability limit with the Great Plains Annual Conference**

**WORKERS' COMPENSATION INSURANCE PLAN**

**Named Insured:**            **Great Plains Annual Conference of the United Methodist Church**  
**Company:**                 Hartford Insurance Company of the Midwest – KS/NE  
                                      Twin City Fire Ins. Co. (Hartford) - CO  
**Policy Number:**         Policy # WEAC2VRV

**Limits of Insurance**

Coverage A:    Statutory Benefits

Coverage B:    Employers Liability

Per Person .....	\$ 1,000,000
Per Accident.....	\$ 1,000,000
Per Disease.....	\$ 1,000,000

Initial premium is based on reported estimated annual payroll. This policy may be subject to audit based on actual annual payrolls for the period of 1-1-19 to 1-1-20. Information developed by the audit will be used to determine the final premium; if conducted.

**CLAIM REPORTING PROCEDURE**  
**AGCS MARINE INSURANCE COMPANY/PHILADELPHIA INDEMNITY INSURANCE**  
**COMPANY/HARTFORD INSURANCE COMPANY OF THE MIDWEST**

Property losses under the policy Deductible need not be reported. Refer to your certificate of coverage to determine deductible for your church. However, always report any injury to persons or damage to non-church property.

**PROPERTY AND BOILER CLAIMS**

**AGCS Marine Insurance Company – Policy #MXI 93082013**

**Phone: 800-558-1606 Fax: 888-323-6450 (Attn: Gary Clark – Designated Claims Adjuster)**

**Email: [NewLoss@agcs.allianz.com](mailto:NewLoss@agcs.allianz.com)**

**GENERAL LIABILITY, AUTO AND CRIME CLAIMS**

**Philadelphia Indemnity Insurance Company/Package/Auto #PHPK1915292**

**Phone: 800-765-9749**

**Fax: 800-685-9238**

**Email: [claimsreport@phlyins.com](mailto:claimsreport@phlyins.com)**

**Website: [www.phly.com](http://www.phly.com) (Customers/Claim Reporting)**

**WORKERS' COMPENSATION CLAIMS**

**Hartford Insurance Company of the Midwest/Twin City Fire Ins. Co. – Policy # 37WEAC2VRV**

**Phone: 800-327-3636**

**Call-in script information located at [www.greatplainsumc.org](http://www.greatplainsumc.org) – information needed to report a WC Claim**

**Or CONTACT**

**AssuredPartners**

**Phone: 1-800-304-9852 or 913-831-1777 (Attention: Claims Department)**

**Policy Term:**

**January 1, 2019 to January 1, 2020**

**Please be ready to provide the following information:**

- 1) Identify yourself as an entity of the Great Plains Annual Conference
- 2) Name of Entity Reporting Claim.
- 3) Name of person and telephone number for the adjuster to contact.
- 4) Date, Time, Location of Occurrence; and a Brief Description of the Incident

***Notify AssuredPartners if an Adjuster has not contacted you within 72 Hours***

**DIRECTORS & OFFICERS INCLUDING EMPLOYMENT PRACTICES LIABILITY  
CLAIMS MADE COVERAGE**

**Refer to Coverage Certificate if Purchased**

**D & O and E.P.L.I. Claim Reporting Procedure**

If any claim is made, the Insured shall give written notice to (\*) as soon as practical of:

- 1) The specific “wrongful act”, and
- 2) Any consequences which have or may result there from, and
- 3) The circumstances by which the Insured first became aware thereof.

**(\*) Send written notice to:**

AssuredPartners  
Attn: Justin Morgan  
4435 Main Street, 4<sup>th</sup> Floor  
Kansas City, MO 64111  
Phone: 913-831-1777 or 800-304-9852  
Fax: 913-831-4730  
Email: Justin.morgan@assuredpartners.com  
Direct: 913-236-3066

Or Refer to Claims Reporting Procedures as Noted in Policy

## CERTIFICATES OF INSURANCE

### ❖ **Certificate Requests for Church Properties or Church Activities**

ASSUREDPARTNERS WILL FURNISH CERTIFICATES OF INSURANCE AS EVIDENCE OF INSURANCE COVERAGE TO A MORTGAGEE, LOSS PAYEE, OR OTHER ORGANIZATIONS AS REQUIRED.

YOU MUST REQUEST CERTIFICATES OF INSURANCE FROM ASSUREDPARTNERS

#### **To request a Certificate of Insurance please provide:**

1. Exact name and address of certificate holder.
2. Reason for the Certificate and the interest of Certificate Holder.
3. Date(s) and/or length of time of the event or activity.
4. Special wording when required.

### ❖ **Obtain Certificates of Insurance FROM OTHERS for the following circumstances:**

#### **1. Contractors**

Request all Contractors performing any work on Church properties to provide a Certificate of Insurance evidencing General Liability, Automobile Liability, and Workers Compensation insurance.

#### **2. Person(s) or Organizations Leasing or Using the Church**

Request any person(s) or non-church related organization using the Church premises or properties, such as day nurseries, meetings, classes, etc., for a Certificate of Insurance with evidence of General Liability and Workers Compensation insurance

The Certificate of Insurance that's provided to the Church should indicate proper insurance coverage, limits, and name of the insurance company, policy number, effective dates of coverage. It should also name the Church as an Additional Insured insofar as the Church's interest may appear. Upon receipt, examine the Certificate of Insurance to ascertain it includes the requested information and is deemed satisfactory **prior to** entering into an agreement with any party.

The practice of obtaining Certificates of Insurance will assist to shield the Church and Conference from claims against these person(s) or organizations, which should be funded through their own insurance. If person(s) or organizations do not have insurance protection to protect them from claims arising out of their activities, the Church / Church Entity and/or Conference may be called upon to fund their Liability and/or Workers Compensation exposures.

Please direct any questions concerning Certificates of Insurance to AssuredPartners.



<b>GENERAL QUESTIONS AND COVERGE CHANGES</b>
--

Direct any questions that you may have about this Insurance Plan to ASSUREDPARTNERS by calling:

Toll free: 1-800-304-9852

Facsimile: 1-913-831-4730

Monday through Friday from 8:00 a.m. to 5:00 p.m., or send them to:

**Susan J. Courtney, CIC**  
**ACCOUNT EXECUTIVE**  
AssuredPartners  
4435 Main Street, 4<sup>th</sup> Floor  
Kansas City, MO 64111  
Email: [sue.courtney@assuredpartners.com](mailto:sue.courtney@assuredpartners.com)  
Direct Number: 913-236-3017

**Karen Hoskins**  
**ACCOUNT MANAGER**  
AssuredPartners  
4435 Main Street, 4<sup>th</sup> Floor  
Kansas City, MO 64111  
Email: [karen.hoskins@assuredpartners.com](mailto:karen.hoskins@assuredpartners.com)  
Direct Number: 913-236-3015

**Shelly Katoch**  
**ASSISTANT ACCOUNT MANAGER**  
AssuredPartners  
4435 Main Street, 4<sup>th</sup> Floor  
Kansas City, MO 64111  
Email: [shelly.katoch@assuredpartners.com](mailto:shelly.katoch@assuredpartners.com)  
Direct Number: 913-236-3016

---

**Report any of the following coverage changes to ASSURED PARTNERS:**

- ❖ **Acquisition or Disposal of Property**
- ❖ **Vehicles - Newly Acquired or Disposed Of**
- ❖ **Newly Formed Ministries**
- ❖ **Newly Formed Church Managed Child Care Program, e.g. Day Care, Mothers Day Out, Pre-School, etc.**
- ❖ **New Construction**
- ❖ **Special Events**