



DIOCESE OF WINONA-ROCHESTER

Coverage Program Reference Guide

January 2020

**Catholic Mutual
Group**

*Serving the temporal
needs of the church
since 1889*

COMMITMENT + EXPERTISE + STABILITY

I. Catholic Mutual Group

History..... Page 3
Trustees.....Page 5
Management Structure..... Page 6

II. Services

Member Services.....Page 7

III. Coverage Program

Property.....Page 9
Crime..... Page 17
Liability..... Page 19
Priests' Personal..... Page 24
Equipment Breakdown..... Page 25
Claims Reporting Instructions..... Page 26
Third-Party Special Events.....Page 27
Workers' Compensation.....Page 29
Automobile.....Page 29

IV. Other

Foreign Casualty Coverage – AIG..... Page 30
Environ Workplace Helpline.....Page 32
Special Coverage Program.....Page 33
Cyber Liability.....Page 34
Malicious Attack Liability..... Page 35

V. Catholic Umbrella Pool

History & Purpose.....Page 37
Contributions/Returns/Benefits.....Page 38
Membership..... Page 39

On February 1, 1889, Catholic Mutual Relief Society of America was formed by a group of Midwestern Catholic Bishops to meet the needs of Catholic Entities.

The Catholic Mutual Relief Society is a 501(c)(3) non-profit, tax-exempt organization, dedicated to providing coverage for only the Roman Catholic Church entities in North America and its Territorial Sees.

Catholic Mutual's Board of Trustees is currently composed of 25 Cardinals, Archbishops and Bishops. The Chairman is the Most Reverend George J. Lucas, D.D., of the Archdiocese of Omaha.

Today Catholic Mutual provides coverage programs for 132 Arch/Dioceses and over 200 religious institutions throughout the United States and Canada.

In 1987, the Catholic Umbrella Pool (CUP) was formed.

In 1989, the Catholic Umbrella Pool II (CUP II) was formed.

In 1999, Catholic Mutual developed the Employee Benefit Buying Alliance (EBBA). The Board of Trustees had Catholic Mutual develop an affordable employee benefit program for the employees of the Catholic Church. Today the EBBA serves over 55,000 total employees of the Catholic Church.

Catholic Relief Insurance Company of America (CRIC) was formed in 1955 as a wholly owned subsidiary of Catholic Mutual Relief Society of America (CMRS). On August 6, 2009, CRIC re-domesticated from Nebraska and was approved to operate as a captive insurance company in the State of Vermont. In addition, on July 15, 2011 CRIC II was approved as a sponsored captive in the State of Vermont.

Catholic Relief Insurance Company of America (CRIC) has an A- rating from A.M. Best. Reinsurers are rated A- or better.

Catholic Mutual's Board and management recognize their fiduciary duties as stewards of the Church.

Catholic Mutual's Members benefit from the buying power and stability of a large group while still being rewarded for individual results. Every effort is made to maintain stable pricing from year to year.

Catholic Mutual is 100% owned by and exclusively devoted to satisfying the needs of catholic organizations.

Catholic Mutual's employees are committed to providing a comprehensive program of coverage, limits, and services to protect the Catholic Church from risks it faces each day.

Catholic Mutual has a history of providing the highest quality risk management, claim management and member services to the church.

Catholic Mutual has avoided major changes in coverage or limits despite 9/11, Hurricanes Rita, Katrina, and the sexual misconduct crisis.

Catholic Mutual's program is non-assessable regardless of size or number of losses paid. Our members' obligation would not change.

Catholic Mutual pays claims and collects from reinsurers on large losses. Catholic Mutual bears all "Reinsurance Risk". Broker based programs share no "Reinsurance Risk". The insured bears 100% of the risk of loss if a claim is disputed, reduced or excluded by reinsurers. While a broker may "assist" an insured in a reinsurance conflict, the broker has no financial responsibility to the insured.

TRUSTEES OF THE CATHOLIC MUTUAL RELIEF SOCIETY OF AMERICA

Most Rev. George J. Lucas, D.D. – Archdiocese of Omaha

His Eminence Daniel Cardinal DiNardo, D.D. – Archdiocese of Galveston-Houston

His Eminence Timothy Cardinal Dolan, Ph.D. – Archdiocese of New York

His Eminence Blase Cardinal Cupich – Archdiocese of Chicago

His Eminence Joseph W. Cardinal Tobin, C.Ss.R., D.D. – Archdiocese of Newark

Most Rev. David L. Ricken, D.D., J.C.L. – Diocese of Green Bay

Most Rev. James A. Tamayo, D.D. – Diocese of Laredo

Most Rev. George L. Thomas, D.D. – Diocese of Las Vegas

Most Rev. J. Michael Miller, CSB – Archdiocese of Vancouver, BC

Most Rev. Michael Mulhall, D.D. – Archdiocese of Kingston, ON

Most Rev. Thomas J. Rodi, D.D. – Archdiocese of Mobile

Most Rev. R. Walker Nickless, D.D. – Diocese of Sioux City

Most Rev. Robert J. McManus, D.D. – Diocese of Worcester

Most Rev. Robert F. Vasa, D.D. – Diocese of Santa Rosa in California

Most Rev. James D. Conley, D.D., S.T.L. – Diocese of Lincoln

Most Rev. John C. Wester – Archdiocese of Santa Fe

Most Rev. Gregory M. Aymond – Archdiocese of New Orleans

Most Rev. Kevin W. Vann – Diocese of Orange in California

Most Rev. Robert W. McElroy – Diocese of San Diego

Most Rev. William C. Skurla – Metropolitan Archeparchy of Pittsburgh, Byzantine

Most Rev. Joseph G. Hanefeldt – Diocese of Grand Island

Most Rev. Carl A. Kemme – Diocese of Wichita

Most Rev. Joseph F. Naumann – Archdiocese of Kansas City in Kansas

Most Rev. John T. Folda – Diocese of Fargo

Most Rev. Wm. Michael Mulvey – Diocese of Corpus Christi

Chairman of the Board of Trustees:

Archbishop George J. Lucas, D.D.

1st Vice President:

Most Rev. David L. Ricken, D.D., J.C.L.

2nd Vice President:

His Eminence Blase Cardinal Cupich

President & CEO, Assistant Treasurer:

Michael A. Intrieri

Executive Vice President & COO, Secretary & Assistant Treasurer:

Paul A. Peterson

Treasurer & Assistant Secretary:

Martha A. Davis

Assistant Secretaries:

Rev. Joseph C. Taphorn

Robert A. McFayden

William J. Vescio

Additional Officers:

John G. Gorski

Marilyn K. Tosh

Rod W. Oligmueller

Lisa N. Tafoya

At Catholic Mutual we understand how important it is to be there when you need us. As a member, you are assigned your own Account Manager and Support Specialist. Their primary role is to build and maintain an excellent relationship with their Members by providing superior customer service.

We can assist in day to day services including:

- Coverage Questions
- Property Schedule Changes
- Appraisal Assistance
- Invoicing
- Coverage Seminars
- Special Events Coverage
- Billing Questions
- Workplace Helpline
- Certificates of Coverage
- Contract Review
- Valuation Reviews
- Website Customization

Catholic Mutual provides a unique value added service when it comes to processing certificates of coverage. We review contracts for unfavorable insurance and indemnity language. Further, we assist our members by working with outside organizations to modify contracts.

SECTION III: COVERAGE PROGRAM DIOCESE OF WINONA - ROCHESTER

This summary has been prepared to give each pastor, pastoral administrator, principal, institutional director, or administrator in the Diocese of Winona - Rochester a guide to the coverage which protects the property under the control of the Bishop. As used in this summary, references to the term "parish" are applicable to any parish, school, or other entity of the Diocese of Winona - Rochester which is covered under this program. The following information is presented to furnish you with a quick reference to answer basic questions about what is covered and who to contact in case of a loss. We have tried to mention as many of the important provisions which relate to losses that are covered and those which are excluded or not covered as is possible within the confines of a brief guide.

This information is a summary of the coverages and limitations intended only to highlight and is not intended to detail all the provisions contained therein. Specific extensions, conditions, and limitations are shown on the Certificate on file at the Chancery Office. If there is a conflict between a statement in this Summary and the actual Certificate, the terms of the Certificate control.

PROPERTY COVERAGE

Covers property of every kind and description (meaning all Real and Personal Property, your interest in improvements and betterments to buildings you do not own, and property you agree to protect by written contract, subject to certificate limitations.)

PERILS

Covers direct physical loss to property on an all risk basis. Some of the common causes of loss included are:

- fire
- lightning
- wind
- hail
- explosion, other than steam boiler explosion
- riot
- civil commotion – unlawful uprising of three or more people
- aircraft and vehicle damage
- smoke – must be sudden and accidental
- vandalism
- theft of property
- sewer backup

(NO COINSURANCE REQUIRED FOR REPLACEMENT COST BASIS OR ACTUAL CASH VALUE BASIS.)

DEDUCTIBLE

A deductible of \$1,000 applies to each location/occurrence and will be incurred by the parish. Hail and Windstorm will have a \$2,500 deductible.

BUILDER'S RISK

Automatically covers up to \$10,000,000 for new construction. The earthquake peril under builders risk has a \$1,000,000 limit subject to a \$50,000 deductible.

FLOOD

Covers property damage by flood, as specifically defined in the Certificate. A limit of \$10,000,000 per occurrence/annual aggregate applies. However, a \$2,500,000 per occurrence/annual aggregate sublimit applies for those locations which have been identified in Flood Zones A, V, or are Undetermined.

EARTHQUAKE

Covers losses resulting from earthquake or volcanic eruption, explosion or effusion up to a limit of \$10,000,000 per location with a \$ 20,000,000 per occurrence/annual aggregate limit (certificate level). A 5% deductible applies "per building".

AUTOMATIC COVERAGE

Covers newly acquired real property and the contents of the newly acquired real property up to \$10,000,000 used solely for church-related activities. However, Catholic Mutual should be notified immediately upon acquisition.

PERSONAL PROPERTY OF OTHERS

Coverage up to \$50,000 for property of others used for your specific benefit and for the personal property of your employees damaged. Coverage is excess to other valid and collectible insurance.

PROPERTY IN THE OPEN

Covers up to \$100,000 for property in the open such as shrines, playground equipment, flagpoles, fences, bleachers, statues, signs and light poles.

TREES, SHRUBS, PLANTS

\$50,000 per occurrence, limited to losses caused by fire, lightning, explosion, riot, civil commotion, or aircraft. This coverage also includes debris removal.

RELIGIOUS ADDITIONAL EXPENSES

We will pay up to \$25,000 per occurrence for additional living expenses of each Religious, if such loss is the result of a covered peril.

PRESERVATION OF PROPERTY

We will pay for direct physical loss or damage to covered property while it is being moved from a **covered location** or stored at another location due to the need to preserve said property.

FIRE DEPARTMENT SERVICE CHARGE

We will pay up to \$10,000 for fire department service charges when the fire department is called to save or protect a **Covered Location** from a covered peril; assumed by contract or written agreement prior to loss; or required by local ordinance or law.

FIRE EQUIPMENT RECHARGE

We will pay the cost, up to \$10,000, to refill your fire protection equipment if they accidentally discharge or discharge as intended to control a covered loss.

APPRAISAL OR INVENTORY

We will pay for reasonable expenses, up to \$10,000, for the taking of inventory and appraisals incurred by you at our request to assist in determination of loss amount.

LOCK & KEY REPLACEMENT

We will pay up to \$5,000 for necessary replacement of locks and keys following burglary, robbery or mysterious disappearance of keys.

POLLUTANT CLEAN-UP

We will pay your expenses, up to \$25,000 to extract ***pollutants*** from land or water at a ***Covered Location*** if the release, discharge or dispersal of the ***pollutants*** is caused or results from a Covered Peril that occurs during the Certificate Period. The expenses will be paid only if they are reported to us in writing within 180 days or the earlier of:

- 1) The date of direct physical loss or damage; or
- 2) The end of the Certificate Period.

COVERAGE INCLUDED IN THE COMBINED ADDITIONAL PROTECTION BLANKET LIMIT OF \$5,000,000 PER OCCURRENCE/ANNUAL AGGREGATE ARE AS FOLLOWS:

ORDINANCE OR LAW

Coverage for the demolition of the undamaged and damaged portions and the increased cost of reconstructing in conformity with requirements of building laws following a loss by a covered peril. Coverage only applies for buildings on a Replacement Cost (RC) basis.

LOSS OF INCOME

Covers your actual business loss and necessary expenses incurred to resume normal business operations following a loss from a covered peril up to 18 consecutive months.

ELECTRONIC DATA PROCESSING EQUIPMENT

Coverage for direct physical loss or damage as a result of a covered peril to computer hardware, media, software and data.

MOBILE EQUIPMENT

Coverage for physical loss or damage to mobile equipment as a result of a covered peril. These items are covered on an actual cash value basis.

VALUABLE PAPER AND RECORDS

Coverage for the reasonable cost and expense necessary to restore or replace books of account and other valuable records damaged as a result of a covered peril. It is recommended that such books of account be kept in fireproof storage, and copies of computer backup are stored off-site.

ACCOUNTS RECEIVABLE

Coverage for costs you incur as a result of a direct physical loss or damage of your records of accounts receivable damaged as a result of a covered peril.

FINE ARTS

Fine Arts are covered on a replacement cost basis up to the first \$100,000.

EXCLUSIONS AND LIMITATIONS

Under the property portion of the program there are certain exclusions that apply.

They are shown on the certificate forms and include the following:

- Buildings and contents losses from settling, shrinkage, or expansion in foundations, walls, floors, or ceilings.
- Losses from wear and tear, inherent defect, deterioration, vermin or termites, corrosion, and all other losses of a degenerative nature.
- War risk losses.
- Nuclear damage losses.
- Mechanical or electrical breakdown (except that which is covered under the Equipment Breakdown Coverage), including electrical currents artificially generated unless loss by fire or explosion ensues, then the Society shall be liable only for the ensuing loss.
- Animals and pets; aircraft; watercraft, automobiles; trailers; semi-trailers or any self-propelled vehicles or machines, except motorized equipment not licensed for use on public thoroughfares and operated principally on the premises of the protected person.
- The cost of excavations, grading or filling; foundations of buildings; machinery, boilers or engines whose foundations are below the undersurface of the lowest basement floor; underground pilings, piers, wharves or docks, pipes, flues and drains.
- Growing crops and lawns
- Unexplained inventory shortages or property losses as a result of any willful or dishonest act by the protected person, or its agents or employees.
- Pollution
- Asbestos
- Terrorism
- Losses caused by mold that arises naturally due to high relative humidity, lack of ventilation, etc. However, if a covered loss occurs and mold develops “because of the covered loss”, we will cover the mold damage and compliance testing.
- Losses caused by neglect to use all reasonable means to save covered property at and after the time of loss.

EMPLOYEE FIDELITY

Protects against the economic loss of dishonest acts of employees. Limited to \$250,000 unless otherwise noted. (Includes volunteers)

THEFT

Covers money, securities, fine arts, and other property not otherwise covered. Limited to \$250,000.

DEPOSITOR'S FORGERY

Covered losses by forgery or alteration of checks, drafts, promissory notes, and bills of exchange. Limited to \$250,000.

COMPUTER FRAUD & FUNDS TRANSFER

Protects against loss resulting directly from fraudulent funds transfer. Limited to \$250,000.

PREMISES PUBLIC LIABILITY COVERAGE

Each parish, mission, educational, charitable, and religious institution under the control of the Bishop is covered for Public Liability. This protects the Diocese, the parish, and any clergyman, religious, employee, parish trustee, or director while acting in the scope of his or her duties and any authorized person while working in the capacity of an agent and/or volunteer, provided that such person is operating within the scope of the duties delegated to such person. The liability coverage also extends to protect any church organization authorized and controlled by the parish or Diocese. Please note, coverage does not extend to long term care facilities services.

The Liability portion of the coverage program provides Liability coverage for claims arising out of bodily injury, property damage, personal injury, advertising injury, and corporal punishment. "Personal Injury" extends to cover such things as false arrest, libel, slander and defamation of character, violation of right of privacy, wrongful eviction, discrimination, shock, and mental anguish. "Personal Injury" does not cover liability due to violation of penal statute, liability assumed under a contract, violation of antitrust laws, or employment related claims.

FAULT DOCTRINE

The Diocese is not obligated to pay personal injury or property damage claims UNLESS THE DIOCESE IS GUILTY OF NEGLIGENCE IN CAUSING THE INJURY OR DAMAGE. There are no direct benefits available to injured individuals under Premises Public Liability Coverage if the Diocese is not negligent (other than Medical Payments benefits).

MEDICAL PAYMENTS

Medical expenses resulting from injuries sustained on Diocesan owned property, without weighing the question of the Diocese legal obligation, are covered on an excess basis up to a \$2,000 limit. We reserve the right to require the injured party submit to examination, at our expense, by physicians of our choice.

The Medical Payments feature of your program has certain exclusions and limitations, and it is important that you understand them. Four of the most important are:

1. It does not cover work-incurred injuries to employees. This coverage should be provided by Workers' Compensation insurance.
2. Students are excluded. This exclusion pertains to Medical Payments coverage only. If a student is injured and a claim is made against the Diocese, you are protected under the regular Premises Liability Coverage.
3. It does not cover injuries resulting from athletic activities.
4. It does not cover any tenant or other person regularly residing on the premises.

ATHLETIC ACTIVITIES

Liability protection is provided for claims resulting from athletic activities. This applies whether or not such athletic activities take place on or off the premises.

PARISH SPONSORED ACTIVITIES

Coverage automatically extends to cover the Parish for events such as carnivals, bazaars, parties, and picnics sponsored by the Parish whether on or off the premises without additional charge. (Animal rides, carnival rides, or other mechanized rides or equipment should be approved by Catholic Mutual prior to the event.) The Diocesan contract review policy should be implemented with regard to vendors providing services for special events for the parish to be sure there is adequate coverage to protect all parties. This policy requires you to obtain insurance from a vendor which names the Diocese and Parish as additional insured's.

PREMISES

“Premises” is defined as the area within the confines of the parish property and is extended to other locations away from the parish for occasional parish-related functions.

PRODUCTS

Protection is provided for liability claims arising out of the consumption or use of food or merchandise, both on and off the premises.

OWNER'S PROTECTIVE

This feature provides automatic liability coverage for the additional exposure to accidents as a result of new construction or major remodeling projects; however, all projects of this type should be reported to Catholic Mutual as soon as they begin.

TEACHER'S LIABILITY

All teachers on assignment are covered for their liability arising out of their teaching activities. Corporal punishment is included.

CONTRACTUAL LIABILITY

This feature extends the Plan to provide coverage for certain oral or written contracts or agreements. This does not cover breach of contract by either party.

AUTOMATIC COVERAGE

Coverage extends to newly acquired premises to be used for parish-related purposes; however, Catholic Mutual should be notified immediately upon acquisition.

DIRECTORS AND OFFICERS

Covers all educational, charitable, and religious institutions boards operated and controlled by the Diocese.

LIQUOR LIABILITY

Covers claims resulting from occurrences arising out of the sale or dispensing of liquor by a parish or a Diocesan institution at scheduled social functions which are an integral part of the parochial or Diocesan activities.

WATERCRAFT

Covers non-owned watercraft up to 50 feet in length, motor powered watercraft of 25 horsepower or less, and/or sailing vessels 26 feet or less. This coverage does not protect the owner or provide physical damage coverage to the watercraft.

CARE, CUSTODY, OR CONTROL

Protects you from liability arising out of your use of personal property you do not own but which is in your care, custody, or control for the benefit and use of your Diocese/location. Coverage is limited to \$250,000.

NON-OWNED/EXCESS AUTO

Excess auto coverage is provided to Religious, volunteers, and employees above their own coverage or the State financial responsibility limit while using their own automobile as an agent of the Diocese and while acting in the scope of his/her duties. This extension of coverage is limited to \$500,000 and does not apply until the religious, volunteers or employees own coverage is exhausted.

COUNSELING ERRORS & OMISSIONS

Provides coverage for counseling activities performed in conjunction with church ministries. Coverage extends to social workers, psychologists and clinical psychologists but does not extend to other medical professional services rendered by a physician or other licensed medical professional who may prescribe medications. Coverage also does not extend to Professional Services, including but not limited to: legal, engineering, surveying, architectural, financial advisory, scientific or other similar services.

INCIDENTAL MEDICAL MALPRACTICE INJURY

Protects the Diocese, parish, or agency for injury arising out of the rendering of medical screening or nursing services provided on your behalf; the furnishing/dispensing of drugs; and the providing of emergency medical/dental (or other related services) if not provided by the Diocese, parish or agency.

This protection does **not apply** to any Medical Professional for their personal acts or omissions of a professional nature. Medical Professionals include but are not limited to: physicians, psychiatrists, physician assistants, pharmacists, nurse practitioners, advanced registered nurse practitioners, nurse midwives, paramedic/emergency medical technicians, dentists, any individual licensed to prescribe medication or admit to hospitals, etc. However, parish and school nurses (R.N.'s) are protected for their personal acts of a professional nature so long as they are acting within the scope of their training and duties.

EMPLOYEE BENEFIT LIABILITY

Coverage provided for errors and omissions arising out of the administration of an employee benefit program.

CEMETERY ERRORS AND OMISSIONS

Provides coverage for any alleged negligent act, error, or omission in conjunction with cemetery operations.

FIRE LEGAL LIABILITY

Protects the Diocese for its legal obligation for property damage to structures rented to or occupied by Diocesan entities.

EXCESS EMPLOYERS LIABILITY

Provides protection from liability for damages related to workers' injury related claims against their employer. This coverage is excess to the employer's liability coverage which is part of your workers' compensation policy.

EMPLOYMENT PRACTICES LIABILITY PROTECTION

Coverage provided for the actual or alleged discrimination against an employee or an applicant for employment and the actual or alleged wrongful employment termination against an employee, provided that such termination or discharge occurs only after you have sought and followed the advice of a qualified attorney or other individual approved by Catholic Mutual.

LIMITED SEXUAL MISCONDUCT

Protects the Diocese for its legal obligation to pay as the result of a sexual misconduct claim. Failure to report an incident may nullify coverage.

LIMITED MOLD COVERAGE

Coverage provided for damages because of bodily injury or property damage caused by the actual, alleged, or threatened inhalation of ingestion of, contact, with exposure to, existence of or presence of any mold on or within a building structure, including contents. Coverage is limited to \$250,000 per claimant subject to a per occurrence/annual aggregate limit of \$20,250,000.

PRIEST/RELIGIOUS PERSONAL PROPERTY

Covers personal property of priests and religious who are on assignment at covered location. Coverage is afforded on a replacement cost basis up to limit of \$50,000. Specific limitations apply for loss of money, including numismatic property, etc. A deductible of \$1,000 applies per occurrence (theft is included); a \$2,500 deductible applies for wind/hail losses.

Additional coverage is available on an individual basis through Catholic Mutual for an additional charge.

COMPREHENSIVE PERSONAL LIABILITY

Covers each priest or religious on assignment for his or her negligent personal acts up to \$250,000 per occurrence. This coverage does not include auto liability.

EQUIPMENT BREAKDOWN

Diocesan comprehensive coverage applying to loss arising out of any sudden and accidental breakdown of any boiler, fired or unfired vessel, refrigeration system, piping and accessory equipment, mechanical or electrical machine or apparatus which generates, controls, transmits, transforms or utilizes mechanical or electrical power.

Coverage is provided with a \$150,000,000 limit per accident on a repair or replacement cost basis. A deductible of \$2,500 per occurrence for direct loss.

Coverage Includes:

- Property Damage: Included in Total Limit per One Breakdown
- Loss of Income: Included in Total Limit per One Breakdown
- Extra Expense: Included in Total Limit per One Breakdown
- Spoilage: \$1,000,000 Limit
- Utility Interruption: Property Damage & Time Element, both have a 12 hour waiting period and are included in Property Damage & Extra Expense Limit
- Accounts Receivable: Follows Property
- Electronic Data Processing Equipment: Included
- Expediting Expenses: \$1,000,000 Limit
- Extended Loss of Income and Extra Expense: 30 days
- Fungus, Wet Rot and Dry Rot Coverage: Property Damage - \$25,000; Loss of Income or Expense - 30 days
- Green Alternatives - 5% of Property Damage, plus 5% of Loss of Income and Extra Expense
- Pollutant Clean Up: \$1,000,000 limit
- Newly Acquired Locations: Automatically covered for up to 365 days
- Off Premises Equipment: \$25,000
- Ordinance or Law Coverages: \$1,000,000 combined limit for Loss in Value; Demolition Cost & Increased Costs
- Power Generating Equipment: Included in Total Limit per One Breakdown
- Refrigerant Contamination: \$1,000,000
- Water Damage: \$25,000

CLAIMS REPORTING INSTRUCTIONS

PROPERTY

If you have 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 this expense. **CONTACT CATHOLIC MUTUAL AS SOON AS POSSIBLE.**

LIABILITY

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 your premises, obtain the pertinent facts and names and addresses of all witnesses. Tell the injured person that you carry liability coverage and that it will be referred to your carrier. A fair and impartial investigation will be made by an adjuster to determine the facts as to whether or not the parish is guilty of negligence. **DO NOT UNDER ANY CIRCUMSTANCES ADMIT LIABILITY** or prejudge the facts. By doing so, you could be exposing the parish and the Diocese to a claim unnecessarily or to a claim which might exceed the amount of liability coverage carried. **IT IS IMPORTANT THAT YOU DO NOT DISCLOSE TO ANYONE THE LIMITS OF LIABILITY YOU ARE CARRYING.**

If you should be approached by anyone other than our adjuster, do not give that person a statement or deposition; simply refer that person to our adjuster.

If you are served a Summons, refer this promptly to our adjuster, because each Summons contains a deadline.

REPORT ALL CLAIMS TO:

**Mr. Ryan Christianson
Catholic Mutual Group
53 East 3rd Street, Ste. 203
Winona, MN 55987
(800) 494-6452, FAX (800) 335-8141**

THIRD PARTY SPECIAL EVENTS COVERAGE

Special Events Coverage is a mechanism, which allows the Diocese to extend liability coverage to an individual or organization using parish facilities for a non-parish sponsored event.

Special Events coverage is designed to be extended to individuals and/or organizations (either profit or non-profit). Many individuals need this coverage for events such as private wedding receptions or family reunions. Non-profit organizations such as a charity organization may need the coverage for a pancake breakfast. A for-profit organization such as a local business may need the coverage for an employee Christmas party held on parish facilities

The Special Events Coverage provides \$1,000,000 Combined Single Limit Bodily Injury, Property Damage and Host Liquor Liability coverage per event (not per claim) to a non-parish sponsored facility user (lessee). Coverage also extends to protect the parish and Diocese.

See the attached application form.

NOTE: CATHOLIC MUTUAL MUST RECEIVE APPLICATION AT LEAST 15 DAYS PRIOR TO EVENT. DO NOT SUBMIT APPLICATIONS MORE THAN 6 MONTHS IN ADVANCE.

**DIOCESE OF WINONA-ROCHESTER - 0095
APPLICATION FOR SPECIAL EVENTS COVERAGE**

Coverage Limit: \$1,000,000 Combined Single Limit Bodily Injury and Host Liquor Liability, \$500,000 Property Damage Liability.
Includes \$100,000 for Defense Costs for Sexual Misconduct, excluding overnight events (see below for purchase options).
Coverage provided is per event (not per claim). **Submission of application does not bind coverage - all events are subject to approval.**
Coverage underwritten by **Nationwide Mutual Insurance Company**; Policy No. on file with C.M.G. Agency, Inc.

Cost of Coverage: \$100 Per Event (Overnight Stays - \$125)

TO AVOID DELAY OR DENIAL OF COVERAGE, PLEASE ENSURE THAT EVERY FIELD IS COMPLETED.

Name of Parish or Institution: _____

Date of Event: _____

Type of Special Event (Example: wedding reception, anniv. party, etc. If it's a FUNDRAISER, be specific about what is occurring):

Street (Physical) Address (NO P.O. BOXES): _____

City/State: _____ **ZIP Code:** _____

Phone No.: _____

Lessee (Additional Insured) Information:

Name of Sponsoring Organization or Individual Requesting Coverage

(Please Print Lessee Name(s) or Organization)

Lessee (Additional Insured) Contact Person:

Name: _____

Street Address: _____

City/State: _____ **ZIP Code:** _____

Telephone: _____

To receive approval notification please print e-mail(s):

(Please Print E-mail(s) Clearly)

Time of Event: From _____ To _____

Is this an overnight event? Yes _____ No _____

Approx. Number of Participants: _____

Is Food Being Served? Yes _____ No _____

Is Liquor Being Served? Yes _____ No _____

If liquor is to be sold (or cost included in ticket price) and/or a license or permit is required in order for you to serve or furnish alcohol, you must obtain **LIQUOR LIABILITY** coverage by separate application.

Does this event require the additional coverage? Yes _____ No _____

To Note: If liquor liability coverage is NOT purchased and an alcohol related claim results, the claim will be excluded if it is determined that a liquor liability policy should have been purchased.

**DEFENSE COSTS FOR SEXUAL MISCONDUCT
FOR OVERNIGHT EVENTS - \$100,000 LIMIT**

Coverage does not automatically apply for overnight events, however, you have the option to purchase this coverage by separate application. Additional charge may apply.

Do you want to apply for this coverage? Yes _____ No _____

ADDITIONAL CHARGES WILL APPLY FOR:

- Events which exceed 3 days in duration (charge TBD)
- Inflatable Amusement Device (Must be pre-approved, picture required. Minimum charge of \$100 per inflatable applies; each device is underwritten; charge is determined by size and potential risk.)
- Events that exceed 1,000 in attendance (charge TBD)

**MAKE CHECK PAYABLE TO:
DIOCESE OF WINONA**

RETURN WITH FORM TO:

Catholic Mutual Group
Attn: Ryan Christianson
53 East 3rd Street, Suite 203
Winona, MN 55987 (800) 494-6452 FAX (800) 335-8141

**COVERAGE DOES NOT APPLY TO CERTAIN EVENTS,
SUCH AS, BUT NOT LIMITED TO:**

- Any carnival event
- Fireworks & fireworks displays
- Events involving 'BYOB' (Bring your own bottle)
- Events involving pool or lake activities
- Events involving recreational vehicles
- Rap/Hip-Hop/Alternative music (non-religious bands)
- Events organized or operated by professional promoters/performers
- Organized sporting events, including tournaments & camps (some sporting activities are allowed and must be pre-approved).
- Events where a fee or admission is charged, unless all proceeds go to charity
- Political Rallies
- Amusement rides, including mechanically operated devices, trampolines, & rebounding devices

IN THE EVENT OF A CLAIM, PLEASE CONTACT C.M.G. AGENCY CLAIMS DEPT: 800-228-6108

SE_3P(6/14)

WORKERS' COMPENSATION & AUTOMOBILE COVERAGE

WORKERS COMPENSATION

The Diocese has a separate policy which provides coverage for state mandated workers' compensation insurance. On the job injury to employees of the parishes and agencies of the Diocese are covered. First Report of Injuries should be submitted to Berkley Risk Administrators at: Fax 1st (866) 904-1907, Phone Number: (612) 766-3000, or by e-mail at bracfroi@berkleyrisk.com

AUTOMOBILE

The Diocese has a Commercial Fleet Policy by location. Coverage includes:

- \$500,000 Bodily Injury and Property Damage Liability
- Personal Injury Protection
- Comprehensive Coverage - \$1,000 deductible
- Collision Coverage - \$1,000 deductible
- \$500,000 Uninsured/Underinsured Motorists.
- Hired including Physical Damage & Non-Owned coverage
- Terrorism

FOREIGN COMMERCIAL GENERAL LIABILITY COVERAGE

Provides protection for liability incurred as a result of your clergy, seminarians, employees and volunteers traveling on business or while on temporary assignment within the International Coverage Territory.

International Coverage Territory means anywhere in the world excluding the United States of America (including its territories or possessions), Puerto Rico and any country or jurisdiction subject to any sanction, prohibition or restriction under United Nations resolutions or the trade or economic sanctions, laws or regulations of the European Union or the United States of America.

Please note that coverage does include an Abuse or Molestation exclusion. Coverage is not intended to cover international facilities that you may own. Liability limit: \$1,000,000 each occurrence; \$50,000 Medical Expense.

FOREIGN BUSINESS AUTO LIABILITY AND PHYSICAL DAMAGE COVERAGE

Provides you with Excess Auto Liability coverage for owned, hired and non-owned autos within the International Coverage Territory. Coverage is in excess of local compulsory insurance requirements or \$10,000 whichever is greater. Coverage also includes excess physical damage coverage for hired cars subject to a \$1,000 deductible, with a \$50,000 limit for each auto/loss.

FOREIGN VOLUNTARY WORKERS' COMPENSATION AND EMPLOYERS LIABILITY COVERAGE

Provides Foreign Voluntary Workers' Compensation coverage for injuries to your clergy, employees and volunteers traveling on business or while on temporary assignment within the International Coverage Territory. It also protects you for Employers Liability for work related injuries within the International Coverage Territory. This coverage includes a \$1,000,000 Employers Liability limit.

FOREIGN BUSINESS TRAVEL ACCIDENT AND SICKNESS

This coverage provides 24 Hour Protection for accident and sickness for your clergy, seminarians, employees and volunteers traveling on business or while on temporary assignment within the International Coverage Territory. It also includes coverage for personal deviations of up to 14 days. Limits of insurance: \$25,000 – covered medical expense, per person; \$200,000 – Emergency Medical Evacuation; up to \$500,000 Accidental Death Benefit, per person; \$5,000,000 Aggregate for any one accident.

A full spectrum of travel, medical, and assistance services is provided by AIG Travel, as part of your Foreign Voluntary Compensation Insurance. The following is a summary of benefits that are included:

Medical Assistance:

- Medical provider referrals and assistance with appointments
- Medical monitoring assistance during medical care abroad
- Emergency prescription replacement
- Special medical services when required (e.g. oxygen or a wheelchair)
- Medical evacuation arrangements
- Coordination with local government on repatriation of mortal remains

Travel Assistance:

- Immunization, visa, and passport information
- Embassy and consulate information
- Emergency cash transfer assistance
- Foreign exchange, ATM, and weather information
- Emergency language interpretation
- Lost or stolen documents and luggage assistance

Security Assistance

Regional and subject matter specialists provide current, destination-specific advisories, including information concerning crime, terrorism, civil unrest, and infrastructure, as well as tips on traveling while visiting a specific country.

Contact your Account Manager to request an AIG Travel Guard ID Card.

How does the **Catholic Mutual Group HR Risk Management HELPLINE** work?

Employers are provided:

- Toll-free and online access to attorneys from a national law firm
- Documented responses to their specific employment law/HR questions no later than the end of the next business day
- Access to an online destination which includes valuable HR resources, news, and more...including a state-specific handbook builder and online unlawful harassment training.

Catholic Mutual Member employers can ask questions as often as they have them!

What kind of HR Risk Management questions can an employer ask?

Catholic Mutual Group HELPLINE attorneys respond to over 50 different employment law/HR issues.

Questions include:

- I need to fire an employee, what do I do? What if they're on WC leave?
- Do we need to comply with FMLA?
- Is my employee considered Exempt or Non-Exempt? And, do I have to pay overtime?
- We are going through a layoff, could you provide me with some guidance?

The Catholic Mutual Group HR Risk Management HELPLINE serves Dioceses, Archdiocese and Religious Orders of all sizes...

- Employee issues can put small and medium size organizations out of business!

Large organizations with HR departments and in-house general counsel are looking for second opinions on their many daily challenges.

KIDNAP & RANSOM PROGRAM (*Confidential*)

Broad coverage for detention, extortion, hijack and kidnapping worldwide, with no territorial restrictions.

Carrier: Great American Insurance Company (Hiscox Inc.)

Covered Persons: Cardinals, Arch/Bishops, Retired Bishops, clergy, lay employees, volunteers and students. Coverage also extends to person(s) specifically retained to negotiate or deliver a ransom.

Policy Limits: \$5,000,000 per Insured Event (including expenses)

Additional coverage includes:

Personal Accident

Security Evacuation

Travel Security Evacuation Coverage

Threat Assessment Extension

Disappearance Coverage

Express Kidnapping

Hostage Crisis

CYBER LIABILITY – TOKIO MARINE (Formerly known as NAS Insurance)

Covers your exposure to loss when conducting business activities electronically. Coverage is limited to \$250,000 annual aggregate.

Included in the Cyber Liability Program:

- **Multimedia Liability** – Coverage for third party claims alleging copyright/trademark infringement, libel/slander, advertising, plagiarism and personal injury. Covers both online and offline media.
- **Security & Privacy Liability** – Coverage for third party claims alleging a network security or privacy breach. Includes coverage for both online and offline information, virus attacks, denial of service and failure to prevent transmission of malicious code.
- **Privacy Regulatory Defense and Penalties** – Coverage for defense costs and fines/penalties for violations of privacy regulations.
- **Privacy Breach Response Costs, Customer Notification Expenses, and Customer Support and Credit Monitoring Expenses** – Includes all reasonable legal, public relations, advertising, IT forensic, call center, credit monitoring and postage expenses incurred by the insured for a privacy breach response.
- **Network Asset Protection** – Coverage for all reasonable and necessary sums required to recover and/or replace data that is compromised, damaged, lost, erased or corrupted due to accidental damage or destruction of electronic media or computer hardware, administrative or operational mistakes in the handling of electronic data, or computer crime/attacks. Coverage also includes business interruption and extra expense coverage for income loss resulting from a total or partial interruption of the insured's computer system caused by any of the above events.

- **Cyber Extortion** – Will pay extortion expenses and extortion monies as a direct result of a credible cyber extortion threat.
- **Cyber Terrorism** – Coverage for income loss and interruption expenses as a result of the total or partial interruption of the insured's computer system due to a cyber-terrorism attack.

*Coverage for these agreements is limited to damages and defense expenses resulting from claims first made against you during the certificate period.

MALICIOUS ATTACK LIABILITY & CRISIS RESPONSE COVERAGE-HISCOX

Coverage provides indemnification following legal liability imposed by a court of law due to negligence following a malicious attack, including defense costs.

Limit of Liability: \$10,000,000 any one occurrence and in the aggregate, subject to a \$10,000 deductible. The coverage limit is shared across all CMG general liability coverage certificate holders. Limits are reimbursements, not pay on behalf.

Crisis Management – The following additional coverages are included to help manage a malicious attack incident. The sub-limit for each category is \$250,000 per claim and are included in the limit of liability and are not in addition to.

- **Emergency Medical Expenses** – Extends to any employee, visitor, contractor and/or student physically present during the malicious act. Applies to costs incurred within 30 days of the malicious act. \$10,000 limit per person.
- **Counseling Services** – Covers the costs to provide affected persons psychiatric and counseling services and access to social worker services for up to 36 months after the malicious act.
- **Crisis Management & Public Relations Costs** – Covers the cost of a public relations or crisis management consultant contracted by the carrier to assist in responding and managing the situation including media management, remediation and recovery, and the formation of crisis communication strategies. Limited to costs incurred during the first 90 days of the incident.
- **Additional Security Measures** – Covers the costs to arrange armed/unarmed agents, if necessary, at the affected insured location, limited to costs incurred up to 90 days after the malicious act.

- **Miscellaneous Extra Expense** – Covers any other costs incurred, with our prior consent up to 90 days after the malicious act, in order to respond, mitigate or recover from such a malicious act.

SECTION V: CATHOLIC UMBRELLA POOL HISTORY & PURPOSE

HISTORY

In the mid 1980's, there was a substantial hardening of the insurance market. Some coverage became unavailable and increases of up to 400% for liability coverage were not uncommon. To ensure that excess liability and morality coverage would remain available to its members at stabilized pricing, Catholic Mutual Group and a number of Arch/Dioceses formed the Catholic Umbrella Pool (CUP) on July 1, 1987. There were 16 original charter members of CUP, and with steady growth, the number of members currently in CUP is 33.

CUP initially operated as a fund within Catholic Mutual Group but as CUP grew and matured, the membership determined that it should have its own legal status. As a result, CUP was separately incorporated effective July 1, 1998 and the membership elected Catholic Mutual Group as the administrator of CUP. CUP is now a 501 (c) (3) corporation, listed in the Official Catholic Directory.

PURPOSE

To provide broad coverage at the lowest possible cost by forming an excess liability pool that was attractive, affordable, and provided focused, efficient, and professional self-insurance for the benefits of its members and the Church.

In essence, the pool replaces excess liability layers of coverage that would otherwise have to be purchased via the commercial marketplace. In an effort to further CUP's goal in self-insuring within the Catholic Church, effective 7/1/02, CUP became a co-participant for 10% of Catholic Mutual's risk and retained approximately 50% of the \$3.5 XS \$1.5 million layer for its own members. Since that time, CUP has increased its co-participation of Catholic Mutual's risk up to 40% in most liability layers (up through the first \$10M), and retains approximately 75% of the \$3.5 XS \$1.5 million layer for its own members. Effective 1/1/10, CUP formed CUP Re (whom is a captive in the State of VT) to reinsure its co-participation.

CONTRIBUTIONS

Each member contributes annually to the pool. A member's annual contribution is based on a function of the actual charge for the coverage in the commercial marketplace, as well as the liability that the member brings to the pool; a member's liability is determined by reviewing reported exposure units. Each member's fund balance is a combination of their proportionate share of contributions, cumulative investment income, allocated losses and operating expenses.

RETURNS

The Board of Trustees annually determines and recommends to the General Membership the amount of Return of Contributions. Return of Contribution amounts are based on the members fund balance, loss experience, and future cash requirements. Members are eligible for a Return of Contribution after five full years of participation.

BENEFITS

CUP members share information and find solutions and guidance to problems through networking. CUP's philosophy of strong risk management equates to reduction in loss and thereby more economical costs. The objective of this philosophy is accomplished through utilization of a resident Claims Risk Manager, development/implementation of risk management policies, safety inspections and annual audits. Through the formation of CUP, members are less susceptible to the volatility of the insurance industry and enjoy the effect of stabilized pricing.

Diocese of Allentown

Diocese of Norwich

Archdiocese of Atlanta

Archdiocese of Omaha

Diocese of Belleville

Diocese of Orange

Diocese of Bridgeport

Diocese of Peoria

Diocese of Charleston

Diocese of Phoenix

Diocese of Corpus Christi

Diocese of Providence

Archdiocese of Dubuque

Diocese of Richmond

Archdiocese of Galveston/Houston

Archdiocese of St. Paul and Minneapolis

Archdiocese of Hartford

Diocese of San Bernardino

Diocese of Joliet

Diocese of San Diego

Diocese of Laredo

Archdiocese of Santa Fe

Archdiocese of Louisville

Diocese of Sioux City

Diocese of Madison

Diocese of Superior

Archdiocese of Milwaukee

Archdiocese of Washington

Archdiocese of New Orleans

Diocese of Wheeling/Charleston

Diocese of New Ulm

Diocese of Winona-Rochester

Archdiocese of New York