



Diocese of  
San Jose

Office of Financial Services

Date: October 12, 2019

To: Penny Warne, Parish Administrator  
Holy Spirit Church

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Subject: Insurance and other considerations for the Village House Ministry

1. Village Program as a ministry of the parish  
Existing insurance coverage is for normal and regular operation of a Church; the Village House is not a normal and regular operation of a Church
  - a. Inform DSJ Insurance of the ministry, for DSJ Insurance to notify the broker and insurance carrier of the unique program
    - The parish informs DSJ Insurance through the use of Property Use and Change Form (attached). In the second section "Property Change Information" section B. Change in Existing Property or Use of Property
    - For the "Change in Existing Use of Property" list the Village House Ministry and the parish building(s) and area being used. List the month (s) the parish is hosting the ministry
    - attach the description of the Village House Ministry program to the Property Use and Change Form
  - b. Each location hosting the Village House is to inform DSJ Insurance using the Property Use and Change Form (attached)
2. Individuals in contact with the program participants
  - a. Fingerprinted and background checks
  - b. Staff as volunteers
  - c. Volunteers; is the individual capable of performing the duties and tasks?
  - d. Other considerations
  - e. Volunteer Management Insurance Guidelines – Waivers Appendix F (attached)
3. Medical, first aid, meals
  - f. Staff, volunteers, others are not to provide medications or first aid
  - g. Medications, first aid, food / meals; provided by others. The 'other' organization to provide their Certificate of Insurance to the parish and DSJ Insurance
  - h. Providing meals / food; those providing food are to have the Certificate for Safe Food Handling through the Dept. of Environmental Services, County of Santa Clara

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4. Shower unit / trailer
  - a. Each location hosting the shower unit /trailer; inform DSJ Insurance through the use of the Property Use and Change Form of the shower unit / trailer.  
The same Property Use and Change Form can be used to notify DSJ Insurance of hosting the Village House Ministry and hosting the shower unit / trailer
  - b. Each outside organization hosting the shower unit / trailer; provide their Certificate of Insurance to DSJ Insurance listing the ‘Roman Catholic Bishop of San Jose as additional insured’
    - The Vendor Insurance Requirements (attached)
    - Attached is the “Vendor Insurance Requirements” listing the type of insurance and the dollar amounts of insurance required

End of Section