

## **Guideline Leaflet C02: Creating a New Church or Organisation**

This leaflet discusses the various different governance arrangements that a new church or organisation could choose to adopt. It also lists many of the questions that need to be considered in the early stages of setting it up.

This Guideline Leaflet is regularly reviewed and updated. To ensure that you are using the most up to date version, please download the leaflet from the BUGB website at [www.baptist.org.uk/resources](http://www.baptist.org.uk/resources)

The date on which the leaflet was last updated can be found on the download page.

## C02: Creating a New Church or Organisation

**These notes are offered as guidelines by the Legal and Operations Team to provide information for Baptist churches.**

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[L17 Legal and Operations Team – Regulatory Information](#)

**These notes can never be a substitute for detailed professional advice if there are serious and specific problems, but we hope you will find them helpful.**

**If you want to ask questions about the leaflets and one of the Baptist Trust Companies are your property trustees, you should contact them. They will do their best to help.**

**If your church property is in the name of private individuals who act as trustees they may also be able to help.**

### **NEW CHURCHES – NEW CHARITIES – NEW ORGANISATIONS**

When a new organisation is being formed important decisions need to be taken about the way it will be structured and how it will operate in future. Should it be a charity, a commercial company, a charitable company, part of a local church or wider ecumenical or mission network? Is it an organisation with religious aims, or does it have other purposes and objectives? The questions will be different for an existing organisation rather than a new one, but many of the same important questions need to be asked.

This leaflet will provide information about forming a new organisation, the questions to ask, and the options available. We will point out precedent documents that might be useful, but some legal and financial advice will need to be obtained. New church congregations may consider adopting an established precedent document but it may require amendment. Other projects may want to adopt a different model. Much depends on the shape of the new project and the ideas of the people who establish it.

It is important that any new organisation begins well. Misunderstanding and disappointment may seem to be a long way off in the enthusiasm of a new idea but working to create a clear structure can help to avoid problems later. Documents will be needed and writing them is an important task. Capturing ideas and providing a framework that will enable the new church or organisation to be effective and grow is an opportunity to be creative. It is an opportunity to do good work now that will avoid legal, financial, and relationship problems later.

### **WHY CREATE A NEW ORGANISATION?**

The idea for creating a new organisation may come from an individual or group of individuals who want to pursue a dream. They may have identified a particular need and plan to meet that need. They may want to form an organisation from scratch, hoping for a framework and culture that is flexible and dynamic, allowing creative ideas to develop and grow easily.

They may have been working on a project and recognise that they need support to enable the work to expand. Creating an organisation might bring credibility in their local community and enable more people with a mix of skills to be brought together to help the project.

A new organisation may be formed when it is realised that good work that is being done informally needs to be shaped and expanded so that it can draw in financial resources to enable it to grow. The quantity of work that is already being done may mean that different structures and management are needed.

Perhaps a new branch of an existing work is starting. This could be a new church or scout group in a new housing development where there has never been a community before. It may not be a totally new concept but it needs to have a new local identity so it can be recognised, not least so that bank accounts can be opened, equipment bought and premises rented.

Sometimes new organisations are formed when a strategic decision is taken to split an existing organisation so that two areas of work can flourish. This can allow each part to be led more effectively with a clearer focus for its work and better risk management. Perhaps a local church started a toddler group but later it becomes a pre-school operating 5 days each week with a significant income and several employees. The need to take decisions about the pre-school and the church becomes too much work for one group so creating a separate organisation for the pre-school may help both. New leaders can bring time, energy, and expertise to the pre-school with church leaders freed to focus on other church work.

A different kind of organisation may be needed because the existing legal framework is no longer sufficient because the scope and complexity or risk profile of the project has changed.

## **EARLY QUESTIONS TO CONSIDER**

Considering the following questions will help you to think about a variety of issues you are likely to face and avoid problems later.

- What will the organisation do?
- What are its aims and how does it expect to fulfil them?
- Is it necessary to form a new organisation or could the work be done as part of an existing organisation? Could two small organisations merge?
- Is it really a new idea or will the work run in competition with another project? Is this helpful?
- Is this one persons' dream, for which they hope to receive support?
- Is there a group of people who already know each other and want to work together to develop a shared project?
- Will there be employees?
- Who will they be?
- Is the person who had the initial idea assuming they will have the first full time paid post?
- Does everybody else share this assumption?
- Are they the best person for the role?
- Is it assumed that the first employees will be chosen from among the people who have supported the idea of forming the organisation and contributed funds?
- How will your expectations fit into a normal recruiting process?
- What about money?
- Is there an established source of income?
- Is it expected that a group of people or other organisations will contribute funds?
- Will the organisation's first task be to seek financial support?
- What ideas do the promoters have about the way they want to organise the work?
- What about management structures?
- What about management style?
- Try drawing a diagram to illustrate how it is expected to work.
- What will be the key relationships?
- Who will be in charge?
- Where does responsibility rest for day-to-day matters?
- What about strategic long-term decisions?
- Is it right to say that structures and organisation don't matter and that a group can let the work develop over time? Would this tend to produce flexibility or misunderstandings?
- Is the person who promoted the initial idea the best person to build new relationships with partners, or manage staff?
- Does this help or hinder the long-term development and health of the organisation?
- Should the work begin quietly and slowly or will it begin with a big publicity campaign about their activities? How will resources be matched with demand?
- Will the organisation have a distinctive ethos?

- Is it expected to be supported by individual Christians, by churches, or by the wider community? Will it be linked with a local Baptist church? Will it be run by Christians?
- Is this possible? Is this appropriate?
- What if external grant making bodies want to have a place on management committee and suggest changes to the way the organisation operates?
- If the organisation is created with a Christian ethos then how will this be preserved in future?
- Will the organisation always serve a particular local community? If this is important then this needs to be part of the core structure from the start.
- Will the organisation be a charity?
- Are the aims of the organisation compatible with charity status?
- What are the risks for those running the organisation? Leaders may need to safeguard themselves against financial claims against their personal assets.
- Is the activity unusually challenging creating a higher than normal risk of criticism and negligence claims. It may be more risky to run a counselling centre or an organisation offering care to children or vulnerable adults than a poetry reading club.
- Should the organisation be incorporated as a Charitable Incorporated Organisation or Company with limited liability?

### **WHAT ARE THE ADVANTAGES OF BEING A CHARITY?**

Organisations aspire to be charities for many reasons, here are some of them:-

- Charities are generally highly respected in the community.
- Grants, funds and tax relief can be available to charities that might not be available to other kinds of organisations.
- An existing charity can more easily support other charities, but not necessarily other kinds of organisations. For a new organisation hoping to receive support from local Baptist churches it would be important to understand that it would be easier for the Charity Trustees (leaders) to make a donation to another charity with similar aims. They would need to think carefully about using their charity's funds to support an organisation, however useful, that was not a charity. A church sending a nominal donation might not be a problem, but a larger payment may not be so straightforward.
- Charities can receive the benefit of Gift Aid on donations, which increases the charity's income.
- Charities receive some other allowances, e.g., churches have relief from the payment of full rates on places of worship. However these are often subject to change, and would need to be checked separately.
- Some suppliers of goods will sometimes give a discount to charities that they would not offer to any other organisation.

### **CAN ALL ORGANISATIONS BE CHARITIES?**

No – not all activities are charitable. The law on charities is old but the Charities Act 2011 defines the broad 13 purposes which are recognised as charitable.

A charity is therefore an organisation whose aims and objectives are identified as being charitable.

Charitable purposes are those that fall within the descriptions of purposes capable of being charitable set out in the Charities Act 2011 and that are for the public benefit. Purposes capable of being charitable include everything recognised, or which may be recognised, as charitable in England and Wales.

The Charities Act 2011 sets out the following descriptions of purposes that are charitable:

- (a) the prevention or relief of poverty;
- (b) the advancement of education;
- (c) the advancement of religion;
- (d) the advancement of health or the saving of lives;
- (e) the advancement of citizenship or community development;
- (f) the advancement of the arts, culture, heritage or science;

- (g) the advancement of amateur sport;
- (h) the advancement of human rights, conflict resolution or reconciliation or the promotion of religious or racial harmony or equality and diversity;
- (i) the advancement of environmental protection or improvement;
- (j) the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage;
- (k) the advancement of animal welfare;
- (l) the promotion of the efficiency of the armed forces of the Crown or of the police, fire and rescue services or ambulance services;
- (m) other purposes currently recognised as charitable or any new purposes which are within the spirit of another prescribed purpose.

The following Charity Commission guidance explains further:

**CC4                    What makes a Charity?**

<https://www.gov.uk/government/publications/what-makes-a-charity-cc4>

**CC21(a)                How to set up a Charity**

<https://www.gov.uk/guidance/how-to-set-up-a-charity-cc21a>

**TYPES OF LEGAL STRUCTURES**

There are some specific requirements that relate to charities, but all organisations need a recognised legal structure.

**1.            An Unincorporated Association**

This is the model that has most commonly been used for a local Baptist church but it has also been a model used for village halls, sports clubs and some small scale projects like a pre-school or lunch club. It is fairly straight forward in terms of administration, accounting and reporting requirements. Its governing document is usually a Constitution (sometimes just called Rules).

It can easily accommodate a clear role for members or supporters, with a strong emphasis on mutual accountability and shared responsibility. The supporters or members will appoint an organising group or managing committee, who will deal with most of the day-to-day administration and act as representatives of the whole group but will refer to the members or supporters for major decisions. The organising group may have various titles, in a Baptist church they will often be the deacons, elders or leadership team, other organisations might have a management committee. For unincorporated organisations that are charities the organising group would be identified, in charity law, as the Charity Trustees.

This kind of organisational structure has some disadvantages that need to be considered carefully.

The leaders, managing committee or Charity Trustees carry important responsibilities. In local Baptist churches these are the familiar responsibilities of serving as a deacon, elder, minister, secretary or treasurer. There is potential personal liability which can be a concern and might discourage individuals from accepting responsibility especially if the activities are more risky, or the funding arrangements more complex or uncertain.

An unincorporated association does not have its own 'legal personality.' A person can enter into contracts and make binding legal agreements. An unincorporated organisation maintains its relationships with others through the work done by its Charity Trustees or leadership team, and often acts through its treasurer and secretary as its representatives. They will often sign documents and make purchases in their own names, but they will be acting on behalf of the organisation.

If the unincorporated organisation is not a church charity it will probably need to be registered with the Charity Commission. Annual Reports and accounts will need to be submitted in the required format, but

whether the organisation is a charity or not, good financial records and a regular review of activities are essential.

## **2. A Trust**

This is often created where one person has a lot of resources that they want to set aside for particular projects or to offer grants. Trusts are often applied to land and property and are created by a trust deed. A trust cannot own land or sign documents in its own name. It needs to provide for Holding or Custodian Trustees if it is planned that the charity will own or lease land. It may be appropriate to establish a trust where:

- The organisation is not going to rely on a membership for any part of its administration or
- The organisation is to be a grant-making body only or
- Land and buildings are to be held on trust for permanent use for the purposes of the charity or
- There is to be a restriction on spending capital.

A trust deed is a formal document which needs to be prepared by a solicitor. The Charity Commission recommends standard provisions for this type of governing document.

## **3. A Company**

This is an incorporated organisation. The organising group will be the Directors of the Company. It will have a set of governing documents called a Memorandum and Articles of Association. It has its own legal identity and is able to enter into contracts in its own name. The Directors have statutory powers and responsibilities and reporting and accounting requirements as required by the Companies Act.

It is possible to form a company with a supporting group of members or shareholders, who will have a role, probably at the Annual General Meeting, and in appointing or removing directors. Sometimes there is no role for a supporting group so that once appointed the Directors appoint their successors. These variations will be recorded in the company documents.

The Directors will rarely have a personal liability. However, they are subject to a stronger set of statutory requirements. These need not be onerous, especially if the organisation takes regular professional advice from an accountant or solicitor, or other suitably qualified person. The Directors must ensure that the company operates properly and must not act recklessly or negligently if they are to retain the benefit of limited liability.

All companies have to send their accounts to the Companies Registry who will also need to know details of the Directors of the company. The official address where a person should write to the company needs to be publicly known, it is called the registered office.

Some organisations may want to be both incorporated and be a charity. This is possible and they will be registered with and regulated by both the Charity Commission and Companies House. Again the annual reports and accounts will need to be in a format required for both charity law and company law purposes and filed with both Companies House and the Charity Commission.

## **4. A Charitable Incorporated Organisation (CIO)**

A CIO has the advantages of incorporated status and limited liability for trustees and is a more convenient model for charities because it is only necessary to submit accounts and an annual report to the Charity Commission, as its sole regulator. By contrast a Charitable Limited Company must comply with all aspects of charity law and company law.

The Charity Commission has listed some of the advantages of a CIO:

- A simpler registration process
- More straightforward accounting and reporting requirements
- A clear structure and legal personality
- Lower costs
- Simpler constitutional form, with easier arrangements for mergers and other changes

- Clear duties for trustees and an enforcement regime that does not penalise the charity for the conduct of its trustees
- The possibility to hold land in its own name.

We have worked with Anthony Collins LLP to prepare a CIO governing document that is suitable for Baptist churches. A BUC guideline leaflet C12 *Using the Charitable Incorporated Organisation Precedent Document* is available on the BUGB website. The precedent document is available under licence from Anthony Collins Solicitors. We have arranged the distribution in this way to ensure that churches receive some basic information about the processes involved. It is important that careful consideration is given to appointing solicitors to help with the explanation, possible amendment, and adoption of the incorporated framework for a Baptist Church. There are some very important issues to consider which are described in more detail in the guideline leaflet C11 *Churches, Charities and Incorporation* but each church will be different so the list of issues needs to be considered carefully.

## **5. A Community Interest Company**

This is a special kind of organisation that enables a project to be linked to a specific community – it is not a charity, however a charity can apply to register a charitable interest company as a subsidiary organisation. They can run trading enterprises to support deprived communities in the UK or abroad, run a business to generate profits that benefit the community, or by providing services to the community. Its structure is designed to be flexible and to provide an alternative to charities and industrial and provident societies.

It will be organised similarly to a limited company and still be registered at Companies House. It will also be accountable to the Office of the Regulator of Community Interest Companies. It will be the Regulator who decides if a Community Interest Company can be formed and will oversee its continuing activities.

The website of the Regulator of Community Interest Companies is <https://www.gov.uk/government/organisations/office-of-the-regulator-of-community-interest-companies>.

### **HOW IS A NEW ORGANISATION STARTED?**

All organisations need a Governing Document that sets out the purpose of the charity and includes sufficient detail about the way the charity should operate. There are various kinds of organisation but the general term Governing Document will apply to the initial document that creates the organisation and defines its legal structure. It will describe the aims of the organisation, how appointments are made, and the way key decisions should be taken.

- For an Unincorporated Organisation this is usually a Constitution or Rules, or Governing Document.
- For a trust it is called a Trust Deed.
- For a Company, it is a set of Memorandum and Articles of Association.
- For a Charitable Incorporated Organisation (CIO) it is a Constitution
- The documents of a Community Interest Company are also called a Memorandum of Association and Articles of Association.

There will be an informal phase before the organisation is formed when the form of document will be discussed. There is usually a formal meeting when the agreed documents are adopted. Once the documentation is complete, and registered if necessary with the Charity Commission, the Companies Registry, or the Regulator of Community Interest Companies (as appropriate) the organisation exists.

### **GOVERNING DOCUMENTS FOR NEW CHARITIES**

Although not all organisations can be charities the documents prepared for charities are a good guide as to the kinds of documents that are needed, and the level of detail required.

There are documents on the Baptist Union website that will help if you want to look at examples of a constitution for an Unincorporated Organisation.

*C03 Church Constitutions*

*C05 Using the Approved Governing Document*

*C04 Approved Governing Document*

We also offer a precedent document for a Charitable Incorporated Organisation (CIO), please refer to:

*C12 Using the Charitable Incorporated Organisation Precedent Document*

The Charity Commission also has precedent documents on their website. A general idea of the level of detail required in these documents will be helpful, even when initial discussions are taking place.

The link is: <https://www.gov.uk/topic/running-charity/setting-up>

In most cases specific legal advice should be obtained. The Baptist Union's Solicitors are Anthony Collins Solicitors LLP, whose details can be found on pages 9-10.

It is important to create a good framework for the future. Saving money on the documentation at the start may cost a lot more money later on, especially if the documents have to be changed because they are not acceptable to potential partners or grant making organisations.

Having clear and comprehensive governing documents can also prevent disputes arising in the future.

You may also be able to get help from organisations like The National Council for Voluntary Organisations (NCVO), or other Christian charities such as Stewardship, though their help may not be free.

## **QUESTIONS TO ASK WHEN PREPARING A GOVERNING DOCUMENT**

1. What will the organisation be called? Any reasonable name is acceptable but it is important to ensure that you do not use somebody else's registered trademark. The name should not be one that can easily be confused with another organisation. The choice of name will also need to be agreed with the Charity Commission if the organisation is being registered as a charity. Some charities have both registered and working names recorded on the charity register because they are known by more than one name. The Charities Act 2011 gives the Commission power to delay a registration and direct that a registered or working name is changed if it is the same as or, in the opinion of the Commission, too like the name of any other charity (whether registered or not).

If you are engaging in trading activity and have identified an innovative and unusual name you may want to consider protecting it as a trademark. This is a complicated area of law and specific legal advice may be needed. It is often the name and the graphics used in any logo or publicity material that is protected rather than the actual words or title themselves.

Please view the Intellectual Property Office website <https://www.gov.uk/topic/intellectual-property/trade-marks> and check that the proposed name has not already been registered by somebody else. If it has then (apart from certain exceptions) it is their property and it would be best to choose another name. Using a name that has been registered can lead to a legal claim for damages from the person who has already registered the trademark, or result in a demand for a substantial annual licence fee.

2. Will it be a charity?
3. What is its aim and purpose? 'Purpose' has a particular legal meaning for charities, and the alternative phrase 'Charity Objects' is sometimes used. For an organisation to be a charity it needs to be set up for a purpose that is charitable and offer some public benefit (see above).

The suggested purpose clause for a local Baptist Church is 'The principle purpose of the church is the advancement of the Christian Faith according to the principles of the Baptist denomination. The church may also advance education and carry out other charitable purposes in the United Kingdom and or other parts of the world'.

It is possible to include more than one charitable objective, perhaps the advancement of religion and education. Some charities will also want to refer to the relief of poverty. The work of the project may be worldwide, or limited to the United Kingdom, or a particular area.

4. What powers will the organisation need? Explicit provisions are needed for effective administration and management of money, grants, and loans. Powers to administer funds and to hold assets will be very important.
5. Who will be first managing group? For a charity they will be Charity Trustees or the first Directors of a charitable company? What will their responsibilities be and can these be clearly written down?
6. The Charity Commission issues guidance and it shows that the ideals and principles outlined are important – for any organisation.

see CC3 The Essential Trustee on the Charity Commission website

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

Whatever structure is chosen there will be responsibilities.

There is also information on the BUGB website – see C15 *Help I'm a Charity Trustee* – for information about trustee responsibilities in a Baptist church.

The responsibilities in any other charity will be the same – in terms of acting with integrity and in the best interests of the organisation.

7. It is important to note that it is not usually possible – without a provision in the governing document or Charity Commission permission, for a trustee to be remunerated from charity funds. A majority of the trustees must not be remunerated and they should not be related to any employees – conflicts of interest must be managed. These matters are normally covered in precedent documents. If your church adopts the BUGB Approved Governing Document then the relevant wording is in clause 20. Further information about Conflicts of Interest can be found in guideline leaflet C16.
8. How will the first Charity Trustees or Directors be appointed? How many are needed? It is important to think carefully about the number of people who need to be involved so that an appropriate mix of skills and accountability is established.
9. How often will the Charity Trustees meet? If a good framework for accountability needs to be established then more meetings may need to be held in the early stages as procedures and relationships become established. It is important to ensure that the leaders of an organisation (for a charity these are the Charity Trustees) can maintain sufficient independence to effectively manage the work of the charity.
10. Will there be any other supporters or members who would have any involvement in influencing the charity's work? Churches have members. The National Trust has members, and from time to time the members of the National Trust are asked about key issues, particularly the appointment of individuals to the board. Will the new charity need to have members? Will it want to set up a group of members if none already exist?
11. The document will need to include powers to amend the document in future, if needed. Will any restrictions be placed on future change?
12. The document will need a provision indicating what would happen to the charity's assets if it closed.

13. Will the charity want to have a religious or Christian ethos? If so then this needs to be considered at the start. Is this important to the people currently involved?

However, a specifically Christian ethos can make it more difficult to obtain some kinds of funding support. It is considered to be good practice for charities to include a range of skills on their organising group. Some contributors / grant making bodies may want a place 'on the board' so deciding whether the Christian ethos is essential or simply desirable is important. If a personal Christian faith for all or a majority of the directors / trustees of the organisation is considered important then this needs to be included.

14. Is the charity linked to be to any other organisation – is it a subsidiary of another charity? This could happen where a pre-school had a strong link to a church, and where the church whilst wanting to separate the management of the charity wanted to maintain the links with what it sees as a 'mission project.' The church may want influence the ethos of the organisation, and perhaps make nominations to the managing group and oversee the appointment of key staff.

There is information on the BUGB website about forming a pre-school and a separate leaflet about forming a coffee shop project.

*L02 Pre-Schools*

*L03 Churches and Coffee Shops*

## **SPECIAL THINGS TO THINK ABOUT – CAMPAIGNING ORGANISATIONS**

A group concerned with issues of social justice, campaigning or raising awareness of political and structural injustices that contribute to poverty and limit economic and development opportunities might not be able to be a charity.

There is more detailed information for charities involved in The Promotion of Human Rights – in a booklet / online guidance produced by the Charity Commission.

### **RR12. The Promotion of Human Rights**

<https://www.gov.uk/government/publications/the-promotion-of-human-rights-rr12>

Paragraph 5 of this guidance refers to political purposes, and the fact that it is not possible for an organisation with political aims to be a charity.

There is more information about charities engaging in political activity in the guidance, particularly at paragraphs 33 and 34.

There is additional guidance on campaigning and when this is appropriate for a charity.

### **CC9 Speaking Out – Guidance on Campaigning and political activity for Charities**

<https://www.gov.uk/government/publications/speaking-out-guidance-on-campaigning-and-political-activity-by-charities-cc9>

There is specific guidance about the issues to consider if you are thinking of setting up a new 'campaigning charity.' It suggests that being a charity may not be the best option for a campaigning organisation.

## **LEGAL ADVICE**

As suggested, ideally, specific legal advice should be obtained, even if this is expensive. It may save a lot of time and effort later.

It may be sufficient to use and adapt one of the Charity Commission model documents.

We would want to encourage churches to seek advice from our retained solicitors. They are:

Anthony Collins Solicitors LLP  
134 Edmund Street  
Birmingham B3 2ES

Tel: 0121 200 3242  
Fax: 0121 212 7442  
DX 13055 Birmingham 1

Website: [www.anthonycollins.com](http://www.anthonycollins.com)

Email: [esther.campsall@anthonycollins.com](mailto:esther.campsall@anthonycollins.com)

Please make initial contact with Esther Campsall.

The firm has a wide experience in helping Christian organisations. All their staff are committed to working with us and for you in a way that reflects our shared Christian values and Baptist ethos. This firm of solicitors has experience in all aspects of the law, including charity law and the formation of new organisations.

Legal costs will be payable by the group asking for work to be done.

Association Trust Company	Contact
<b>Baptist Union Corporation Ltd East Midland Baptist Trust Company Ltd</b>	Baptist Union Corporation Ltd Baptist House PO Box 44 129 Broadway Didcot Oxfordshire OX11 8RT Telephone: 01235 517700
<b>Heart of England Baptist Association</b>	Heart of England Baptist Association 480 Chester Road Sutton Coldfield B73 5BP Office Mobile: 0730 505 1770
<b>London Baptist Property Board</b>	London Baptist Association Unit C2 15 Dock Street London E1 8JN Telephone: 020 7692 5592
<b>Yorkshire Baptist Association</b>	17-19 York Place Leeds LS1 2EZ Telephone: 0113 278 4954
<b>West of England Baptist Trust Company Ltd</b>	West of England Baptist Trust Company Ltd Little Stoke Baptist Church Kingsway Little Stoke Bristol BS34 6JW Telephone: 0117 965 8828

This is one of a series of *Guidelines* that are offered as a resource for Baptist ministers and churches. They have been prepared by the Legal and Operations Team and are, of necessity, intended only to give very general advice in relation to the topics covered. These guidelines should not be relied upon as a substitute for obtaining specific and more detailed advice in relation to a particular matter.

The staff in the Legal and Operations Team at Baptist House (or your regional Trust Company) will be very pleased to answer your queries and help in any way possible. It helps us to respond as efficiently as possible to the many churches in trust with us if you write to us and set out your enquiry as simply as possible.

The Legal and Operations Team also support churches that are in trust with the East Midland Baptist Trust Company Limited.

**If your holding trustees are one of the other Baptist Trust Corporations you must contact your own Trust Corporation for further advice. A list of contact details is provided above. If you have private trustees they too should be consulted as appropriate.**

**Contact Address and Registered Office:**

Support Services Team, Baptist Union of Great Britain, Baptist House, PO Box 44,  
129 Broadway, Didcot OX11 8RT  
Tel: 01235 517700 Fax: 01235 517715 Email: [legal.ops@baptist.org.uk](mailto:legal.ops@baptist.org.uk)  
Website: [www.baptist.org.uk](http://www.baptist.org.uk) Registered CIO with Charity Number: 1181392

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