

Guideline Leaflet T03: Appointing Property Trustees – Baptist Trust Corporations

Many Baptist churches appoint one of the Baptist Trust Corporations to hold the legal title to church property. This leaflet explains the role of a Trust Corporation and the issues to consider before taking a decision to appoint them as Holding Trustee.

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

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

T03: Appointing Property Trustees – Baptist Trust Corporations

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

The legal services undertaken by the Legal & Operations Team of the Baptist Union of Great Britain are carried out and/or supervised by a Solicitor who is authorised and regulated by the Solicitors Regulation Authority. Regulatory Information is available here:

[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.

CONTENTS

The Baptist Union Corporation and the Regional Baptist Trust Corporations	Pages 2-8
Appointing a Baptist Trust Corporation	Pages 8-11
Sample Resolution to Appoint a Baptist Trust Corporation	Pages 12-13
Sample Resolution to declare Model Trusts	Page 14

OWNING CHURCH PREMISES

Most churches have a building or other premises as their place of worship from which they reach out in mission to their community.

If the question is asked, 'Who owns the church building?' the answer will probably be that the church does. It is very likely that legal ownership of the church premises (legal title) will be in the name of trustees. The trustees may be private individuals who are, or were, connected with the church. More often the trustees will be a Baptist Trust Corporation, such as the Baptist Union Corporation.

The trustees 'hold' the property for the church. The purposes for which the property is held are set out in a legal document and are called 'trusts'. Towards the end of the nineteenth century it became difficult to find people willing to be Property Trustees. This leaflet is one in a series of leaflets about Property Trusts. For an introduction to property trusts please refer to the leaflet T01 *Baptist Property Trusts – Beginnings and Patterns*.

PROPERTY TRUSTEES – BAPTIST TRUST CORPORATIONS

In 1890 the Baptist Union Corporation was formed to take on the role of Property Trustee, helping local churches who could not recruit enough trustees. The Baptist Union Corporation could be asked by a church to act as trustee in place of a group of twelve or fifteen individuals. The Charity Commission were involved in giving effect to this decision until the process was simplified by The Baptist and Congregational Trusts Act 1951. Later, other local Baptist Associations formed their own Baptist Trust Corporations. Please see below for a full list.

After the Baptist Union Corporation, and the regional Trust Corporations were formed, new sites were purchased in the name of one of the Baptist Trust Corporations to be held for the local Baptist church and existing churches also invited the Trust Corporations to become their trustees.

WHO ARE THE BAPTIST TRUST CORPORATIONS?

It is possible for a local church to continue to have private individuals who serve as Property Trustees. This is a legally valid and appropriate arrangement provided that there are enough suitable persons who are willing to take on this responsibility.

Where a church has been formed (or re-formed) as a charitable company or as a Charitable Incorporated Organisation (CIO) they may be able to hold land in their own name. The church will then become a trust corporation in law. However, the vast majority of incorporated Baptist churches have concluded that there is no benefit in taking over trusteeship of their property and do not want to lose the advice and experience of their existing property trustees.

Most churches have appointed either the Baptist Union Corporation or one of the Regional Baptist Trust Corporations as the Holding Trustee of their property.

These notes have been provided by the Baptist Union Corporation but their staff also deal with churches in trust with the East Midland Baptist Trust Company and the Yorkshire Baptist Association. The full list of Baptist Trust Corporations with links to the Baptist Union of Great Britain is as follows:

The Baptist Union Corporation Limited
Yorkshire Baptist Association (Incorporated)
East Midland Baptist Trust Company Limited
Heart of England Baptist Association
West of England Baptist Association Limited (West)
London Baptist Property Board Limited

WHAT DOES A BAPTIST TRUST CORPORATION DO?

We have already mentioned that the Baptist Union Corporation was formed to help churches that had difficulty recruiting sufficient private trustees. As the Baptist Union Corporation is a trust corporation and company limited by guarantee it has the necessary legal status to be named on church property title documents. Once appointed we hold the church deeds and store them free of charge. We have experience in helping Baptist churches and are used to reading old church deeds and modern property documents.

The Baptist Trust Corporations can offer help to churches when they are involved in property transactions and when building alterations are planned. Their staff have dealt with many churches so have some helpful experience of the pitfalls and problems of these situations. Most churches only rarely deal with these matters so the guidance of their Property Trustee can be a helpful resource.

The Trust Corporations have also been able to help churches by accepting trusteeship of endowment funds or special legacies that required the long term administration of these special funds (also called trust funds).

The Baptist Union Corporation is staffed by the Legal and Operations team of the Baptist Union. We have developed a wide range of leaflets on legal, financial and property and charity law matters. Whilst these can only give an overview of any topic they are a useful resource and used by many churches. To review the current list of leaflets see the Index or explore the BUGB website.

The Trust Corporations have appointed firms of retained surveyors and solicitors so access to expert professional advice is possible. Sometimes initial professional advice can be provided to churches free of charge but this can normally only be accessed through the Trust Corporation or Baptist Union Corporation team.

THE RELATIONSHIP WITH THE LOCAL CHURCH

The Baptist Trust Corporations are part of the Baptist family. The Baptist Union Corporation was formed by leaders within the Baptist Union of Great Britain in 1890 and it has been trying to serve the churches in helpful ways ever since. Since its inception, the autonomy of the local church has been respected by the BUC and we recognise that it is our churches that are engaged in vital mission work.

The day-to-day management of the church and its activities, its property (including insurances, outgoings and maintenance) and its funds rest with the local church. However, there are times when the Trust Corporation is more directly involved and active within this partnership.

As the Trust Corporation holds the legal title to many church properties they become active participants whenever a property transaction is in progress. They have experience in property matters and will pass on information to churches, perhaps making helpful suggestions or offering alternative approaches on occasions.

However, the role of the Trust Corporation as trustee is fundamentally to support the church and to enable the decisions of the church members to be carried through – provided they are legally possible and do not contradict the requirements of the church property trusts or charity law.

Sometimes local churches ask for help when there are questions about administration, constitutions and organisation, particularly where there are difficulties linked with the trust arrangements or their property.

Provided there is no breach of the 'special rules' in the property trust deed and the property is used for Baptist church purposes, the Property Trustee usually stays in the background until needed – but the staff teams are always ready to listen and to offer help whenever possible.

LOCAL CHURCH LEADERSHIP

If the Baptist Union Corporation (or one of the other Trust Corporations) are appointed as trustee and hold the legal title to the church property, or hold a Trust Fund, they are often called the Holding Trustees but the terms Property Trustees or Custodian Trustees are also used. These can have different technical legal meanings but for most circumstances it is sufficient to note that there are really two sets of trustees for all church premises:

- **Holding Trustees** (such as the Baptist Union Corporation) who are the legal owners of the premises, or hold money or investments in a Trust Fund. (The church has the beneficial ownership).
- **Charity Trustees** who look after the premises and administer the church and its activities. In a Baptist church these are usually the minister (if any), deacons and elders (if any). Other terms have been used like diaconate, or Managing Trustees.

There must be a clear understanding by the Holding Trustees and the local charity – and by the church members – of the responsibilities each has and their relationships with each other. These responsibilities and relationships should ideally be set out in the local church Constitution (or other governing document) but once again you may want to refer to our leaflets about charities and church administration. These all have the prefix 'C' and are available on the BUGB website. They explain that churches are charities, the responsibilities of the local church Charity Trustees, different charitable structures, and guidance on specific topics such as Public Benefit. The leaflets reflect guidance offered by the Charity Commission but are written for Baptist churches.

SHARING TASKS

Here is a chart indicating the different tasks related to property – and who would normally deal with them.

CHURCH	PROPERTY TRUSTEE
Manage the church property, up to date and adequate insurances, programme for regular inspections and maintenance, health and safety, paying or collecting relevant rents and outgoings. Where there are long term lettings checking for rent review dates or other important responsibilities	Store deeds free of cost
Use the church property as a Baptist Church	Participates in various legal transactions relating to the property at request of church.
Ask Trust Corporation when considering alterations to any property – especially a listed property	Special responsibilities if church closes.

ADVANTAGES OF APPOINTING A BAPTIST TRUST CORPORATION AS THE HOLDING TRUSTEE OF YOUR CHURCH PROPERTY

The Baptist Union Corporation and the Regional Baptist Trust Companies are confident that there are advantages to appointing them in place of local private individuals.

The main advantages of appointing a Baptist Trust Corporation as Holding Trustees of church property rather than having private individuals as trustees are:

- **A Trust Corporation is Permanent**

The need to appoint new trustees and the related legal expenses are avoided. A Trust Corporation cannot die, become unwell or mentally incapable, or move away unexpectedly.

- **The Trust Corporation has expertise**

They can help protect the church in their relationship with third parties. This is important in matters of great complexity and recognising the responsibility the church has for property, legal, charity, and trust matters, although the church may need professional advice from solicitors or surveyors.

- **A Trust Corporation respects the Church Members' Meeting**

Provided a Church Members' Meeting has been properly convened and takes a decision which can legally be carried through by the Holding Trustees, a Baptist Trust Corporation would expect to follow the decisions of the Church Members' Meeting.

A private trustee may adopt views contrary to those of the church or be unwilling to sign documents which give effect to decisions taken by the church members.

- **A Trust Corporation is accountable to the wider Baptist family**

The risks are reduced of property being lost from the Baptist family or of private trustees failing to follow the wishes of the Church Members' Meeting.

- **Loans are Available**

The administration of loans from the Baptist Union Loan Fund is often easier if a Baptist Trust Corporation is the Holding Trustee, but this should not discourage churches with private trustees from making an application.

- **Participation in the Ecclesiastical Exemption Scheme**

A church that is a member of the Baptist Union of Great Britain and has appointed one of the Baptist Trust Corporations will be subject to this Scheme if it has a listed church building. Permission to alter the listed building will need to be obtained from their Property Trustee and the Listed Buildings Advisory Committee. Many churches see this as an advantage. Unlike the Local Authority who must only consider heritage issues, the Trustee and the Listed Buildings Advisory Committee can take into account the mission needs of the church. This can sometimes allow extra flexibility.

POSSIBLE CONCERNS ABOUT APPOINTING A BAPTIST TRUST CORPORATION AS THE HOLDING TRUSTEES OF CHURCH PROPERTY

A church may have reservations about appointing the Baptist Union Corporation as Holding Trustees.

Some concerns may be:

- **The Church are losing their independence**

This is far from true. The Baptist Trust Corporation will always respect the wishes of the Church Members' Meeting if they are operating within the law and not contrary to the church charitable property trusts.

- **The Trustees are remote**

It is true that the offices and staff can be geographically distant from the church. In these days of easy communication, however, that need not present a serious problem and is outweighed by the advantages.

- **The Trusts would have to be changed**

A Baptist Trust Corporation will often accept a church under the foundation (original) trusts, subject to the preparation of a Supplementary Agreement setting out details of the relationship between the church and Corporation. Alternatively, and more conveniently, the church could adopt the Baptist Model Trusts for Churches 2003 but the final decisions would be with the Church Members' Meeting.

- **The Church would have to remain in the Union**

The Baptist Union Corporation will always encourage a church to remain in membership with the Union and the Association. They will, however, respect the wishes of the Church Members' Meeting on matters of conscience, if the church remains true to the church property trusts. However, the Baptist Union Corporation will not take over Property Trusteeship for a church which is not in membership with the Union or joining the Union and the local Association.

- **Ecclesiastical Exemption Scheme for Listed Buildings**

If the church prefers to seek consent for changes to their listed church building from their Local Authority they should not appoint one of the Baptist Trust Corporations as Trustee.

WHEN SHOULD WE CONSULT A BAPTIST TRUST CORPORATION? – WHAT DO YOU EXPECT?

General guidance on a range of issues is provided free of charge through the Baptist Union website. The leaflets on legal, property and charity issues can be downloaded from the Resources section on the home page. A local church should expect to contact their Trust Corporation about:

1. Property transactions, sales, purchases, mortgages and leases.
2. Problems (or opportunities) with hirings, lettings and tenancies.
3. New projects where the church will work in partnership with Local Authorities or another charity.
4. Proposed building work to church property or a manse.
5. Any alterations to a listed building (remember this is any change to any building or structure on the site).
6. Boundary problems, problems with neighbours.
7. Church amalgamations or the creation of a Local Ecumenical Partnership.
8. Questions about trust deeds, membership arrangements and charity issues.
9. Anything else where you think we can help – please ask.

TRUST CORPORATION EXPENSES

When a church asks the Baptist Union Corporation to offer guidance on a legal or property matter we offer initial general guidance. We also have in-house solicitors who may undertake some legal drafting work but if a specific issue arises that requires us to consult with external solicitors or surveyors either

in regard to our position as Holding Trustee or the church's position, generally the costs involved are payable by the church. This is in line with a general principle that trustees are entitled to have any expenses they incur on behalf of the church (or beneficiary or charity) paid.

Therefore all outgoings in relation to the property, or expenses incurred by the Baptist Union Corporation or arising from our role as Holding Trustee are the responsibility of the church.

Baptist Trust Corporations normally make no charge for the many services and guidance we provide for the Baptist churches in trust with us. We are pleased to be able to help and hopefully save you time and expense in dealing with property and legal matters so that you can spend more time on the mission priorities of your church.

If your trustee is the Baptist Union Corporation we ask that when we are involved in a property sale or purchase transaction the church concerned makes a contribution towards our expenses. This means that we are free from being a drain on Home Mission and fulfil our aim of actually contributing to the Home Mission budget each year.

We request churches to consider making the following contributions towards our expenses based on the following formula:

- When a property is sold or purchased on behalf of a church a contribution of up to 0.5% of the capital cost.
- When there is a simultaneous sale and purchase a contribution of up to 0.375% of the combined capital cost.
- When an application is made for consent to alter a listed church building there is a charge. Please look at leaflet LB02 *Applying to the Listed Buildings Advisory Committee* for details.

CONSIDERING THE APPOINTMENT OF THE BAPTIST UNION CORPORATION

Any decision concerning the appointment of a trustee is a serious matter. In this section we are referring to the policies of the Baptist Union Corporation – but similar arrangements will apply to the other Baptist Trust Corporations.

Once appointed a trustee can only be required to resign in exceptional circumstances.

We are convinced of the benefits of appointing a Baptist Trust Company as trustees. We know of many situations where churches have been frustrated in their plans because an individual trustee will not co-operate with the church's proposals although there were no substantial legal or trust problems. On other occasions an elderly trustee has not been able to co-operate fully due to failing health and problems in understanding what they need to do.

We have mentioned some of the reservations some churches may have, and of course some churches will decide that local trustees are better for them.

It is for the church members to consider the matter carefully before making their decision. This is not to be seen as a casual or short term arrangement.

For example, when a church appoints the Baptist Union Corporation it is sometimes possible to allow existing Property Trustees to continue to serve alongside the Corporation, **but this is on the strict understanding that no new trustees will be appointed should they cease to be available.**

You also need to understand that as a matter of policy the Baptist Union Corporation once appointed will not usually resign in favour of local individual private Holding Trustees.

A church considering the appointment of the Baptist Union Corporation may want to seek

independent legal advice from a solicitor with experience in trust issues.

DECIDING TO APPOINT THE BAPTIST UNION CORPORATION

A decision on the appointment of trustees normally requires a resolution at a Special Church Members' Meeting. This is not something to be rushed and there must be opportunities for members to be fully informed about the issues, and for them all to have information made available to them.

SPECIAL CHURCH MEMBERS' MEETING

In most churches the Foundation Deed or Trust or the Church Constitution requires property and trusteeship matters to be considered by a Special Church Members' Meeting.

This usually means that notice of the meeting, and an indication of the purpose of the meeting, must be given at the services on two previous Sundays.

To be successful a resolution at a Special Church Members' Meeting must usually have the support of at least two-thirds of the members personally present, entitled to vote and voting at the meeting. It is important to check this point in case there are special or different requirements in your church.

A sample resolution is reproduced at the end of this leaflet.

MAKING AN APPLICATION TO APPOINT THE BAPTIST UNION CORPORATION

An application form for appointing the Baptist Union Corporation as Holding Trustees is part of the sample resolution reproduced at the end of this leaflet. This saves time by giving all the necessary information clearly.

If a church already owns a chapel or other premises for which there are private trustees the trustees must be asked whether they wish to resign. If any of them prefer not to resign the Baptist Union Corporation are usually willing to be appointed joint trustees with them. This is on the understanding that no further private trustees will be appointed.

If a previous trustee has died we will often need a copy of the Death Certificate but realise this may not be readily available.

The same sample resolution and application form can be used by a church who are buying their own premises or a site for the first time for which they would like a Baptist Union Corporation to be trustees.

When a church asks a Baptist Trust Corporation to accept Holding Trusteeship the church are asked to supply:

- A completed application form.
- A declaration that they are not aware of any outstanding breach of the trust arrangements.
- A copy of the minute of the Church Members' Meeting asking the Baptist Union Corporation to accept trusteeship.
- A copy Resolution inviting the Baptist Union Corporation to declare the Baptist Model Trusts for Churches 2003 (this is usually helpful).
- The title deeds relating to all the premises of which the Baptist Union Corporation are being asked to become Holding Trustees. If the title has not already been registered with the Land Registry this will be required before the change of Trusteeship is completed.
- Recent surveys of those properties prepared for the church by a qualified building surveyor.

This is to ensure that the church is in reasonable (not perfect) condition.

- Details of the insurance policies currently in force and a note of when they were last reviewed.
- A copy of the local church constitution.
- A copy of the latest set of annual accounts for the church, duly audited or certified by an independent examiner in accordance with the Charities Acts 2006 and 2011. For more information about accounts please refer to our finance leaflets:

F02 *Guidelines on Charity Accounts with Income under £250,000*
F03 *Guidelines on Charity Accounts with Income over £250,000*
X03 *Taxation Guidelines for Churches and Ministers*

If the Baptist Trust Corporation, or their solicitors, consider that the present trusts or the church constitution are not adequate or, in particular, if there is no effective ultimate trust the Baptist Union Corporation may make it a condition of their acceptance of trusteeship that the church will resolve to ask the Baptist Trust Corporation to adopt some supplementary arrangements called Model Trusts and will make any necessary amendments to their church constitution.

For more information about Model Trusts please see T02 *Modern Model Trusts*.

If the surveys reveal significant defects in the church premises or if, in the opinion of the Baptist Trust Corporation, the insurance arrangements are not satisfactory the Baptist Trust Corporation may decline to accept trusteeship until these matters have been put right.

Where there is a burial ground the Baptist Trust Corporation will expect the church to confirm that burial records are being maintained and to indicate whether the burial ground is closed so no new burials can be arranged.

The application may need to be considered by the Directors of the Trust Corporation. If they agree to accept trusteeship then their solicitors will be instructed to deal with the matter and prepare the Deed of Appointment. The church will be responsible for the payment of the solicitors' costs.

The Baptist Trust Corporations only accept trusteeship of churches who are members of the Baptist Union of Great Britain and their local Association.

CHURCHES AND REGISTERED LAND

The Land Registration Act 1925 provided for a system of land registration in England and Wales and HM Land Registry was formed. They received evidence as to the ownership of land and issued an official government certificate, called a Land Certificate. This became the title or ownership document and summarised the details of the size of the plot, the rights benefiting the land, the name of the proprietor, and any obligations that attached to the land.

The Land Registry is now a government agency and most land in England and Wales is now registered with them. Each parcel of land has its own title number and the records are now substantially computerised. It is now compulsory to register legal titles with the Land Registry whenever a purchase, mortgage, appointment of new trustees or other disposal takes place.

CHURCHES AND LAND REGISTRATION

It is now easy to arrange a voluntary registration of titles.

Most churches own land that has been used for generations without any change of ownership and, therefore, there has been no need for them to register their titles with the Land Registry. Their evidence

of the ownership of their church's land is traced by a series of documents, some very old, setting out the original purchase and subsequent changes. These titles can be complicated to understand and on dealing with individual chapel and land sales there are sometimes difficulties in identifying the land and the current trustees.

The Land Registry and Charity Commission encourages voluntary registrations.

In recent years the Land Registry rules on possessory title have changed. It is now preferable for land to be registered in order to afford full protection against a claim from an unscrupulous person that may have obtained adverse possession (a possessory title or squatter's rights) over the land.

It is for these reasons that the Baptist Union Corporation Directors have made a decision that land which is being taken into trust with the Corporation must be registered with the Land Registry.

For more details about land registration see PC01 *Churches and Land Registration*.

ARRANGING REGISTRATION BEFORE APPOINTING A BAPTIST TRUST CORPORATION

Individual church trustees may want to make their own arrangements with local solicitors or appropriate regional office of the Land Registry for a voluntary registration of the church land. This would mean that the solicitors acting for the Baptist Trust Corporation could deal with the documentation associated with the appointment of a Baptist Trust Corporation, the transfer of any property into their name and any necessary adoption of Model Trusts to update the original arrangement as appropriate.

Alternatively the solicitors acting for the Baptist Trust Corporation, could be invited to deal with all the work including a voluntary registration of title.

The legal costs that will be associated with this legal work will be payable by the church.

THE TRUST CORPORATIONS AND PROFESSIONAL ADVISORS

The Trust Corporations will often have a relationship with Professional Advisers such as surveyors and solicitors.

When a Baptist Trust Company is appointed solicitors will need to be appointed.

APPOINTING A SOLICITOR – THE SOLICITORS FOR THE BAPTIST UNION CORPORATION

In all property and church trust matters a solicitor will be needed.

If you decide to appoint the Baptist Union Corporation as the Holding Trustee for your church or you want to adopt the Model Trusts for Churches 2003 (or both) it may be possible for our in-house solicitors to undertake this work, otherwise the Baptist Union Corporation's solicitors will need to be instructed to do the legal work.

The solicitors who act for the Baptist Union Corporation Limited are:

Anthony Collins Solicitors LLP
134 Edmund Street
Birmingham
B3 2ES

Tel: 0121 200 3242

Fax: 0121 212 7442

DX13055 Birmingham 1

www.anthonycollins.com

E-mail: esther.campsall@anthonycollins.com

Please make initial contact with Esther Campsall.

All their staff are committed to working with us and for you in a way that reflects our shared Christian values and Baptist ethos. The solicitors have experience in dealing with churches and the special trust arrangements that are required for church property.

The legal costs associated with your property transaction will be payable by the church, not the Baptist Union Corporation Limited. If you decide to ask Anthony Collins Solicitors LLP to do the work this may help avoid any misunderstandings or delays. They are familiar with our requirements.

At the start of a transaction or piece of work they will where possible give a formal estimate of the forecast costs and expenses. They will ask your church to formally confirm details of the work you are asking them to undertake and that you understand the arrangements for the payment of the legal costs.

If the work becomes more complicated than was originally anticipated then they will tell you as this may affect the forecast costs. You should not be presented with a larger bill than you are expecting.

SAMPLE RESOLUTION TO APPOINT THE BAPTIST UNION CORPORATION LIMITED

(or name of another Trust Corporation)

AS TRUSTEES OF CHURCH PROPERTY – AND APPLICATION FORM

.....(church name)

1 DETAILS OF SPECIAL CHURCH MEETING

Date

Place of Meeting

Time of Meeting

Name of Chairman

2 THE RESOLUTION

The Church Members’ Meeting mentioned above resolved to appoint the Baptist Union Corporation Limited to become the Sole Trustee/or Co-Trustee of the Baptist Church.

The Church agreed to comply with the procedures of the Baptist Union Corporation Limited contained in leaflet T03, and are not aware of any outstanding breaches of the current arrangements in the church trust deeds.

3 DETAILS OF PROPERTY

The Church requests the Baptist Union Corporation Limited to be the Holding Trustee of the property described below:

(insert details of property)

4 EXISTING TRUSTEES

Please list the existing Trustees of the Church property who have either died or intend to retire when the Baptist Union Corporation Limited are appointed.

Name	Address	Occupation	Death/Retirement*
-------------	----------------	-------------------	--------------------------

*If a trustee has died and you cannot provide a Death Certificate please tell us the year and place of death.

5 CONTINUING TRUSTEES

Please list the names of any existing Trustees who wish to continue as Co-Trustees with the Baptist Union Corporation Limited.

Name	Address	Occupation
-------------	----------------	-------------------

6 ENDOWMENTS

Some churches have capital funds for which the Baptist Union Corporation Limited will become Trustee (*please list any special charity funds to be transferred*).

7 DEEDS

If you already own the property the Baptist Union Corporation Limited will need the deeds relating to any property and the paperwork relating to any endowment funds.

Baptist Union Corporation Limited
Baptist House
PO Box 44
129 Broadway
Didcot
Oxon OX11 8RT

8 DECLARATION

Signed as a correct record of the resolution passed by the Church Members' Meeting mentioned above.

Signature.....

Position in Church.....

Date.....

BAPTIST UNION CORPORATION LIMITED
(or name of another Baptist Trust Corporation)
RESOLUTION TO ADOPT BAPTIST MODEL TRUSTS

1 DETAILS OF SPECIAL CHURCH MEETING

Date

Place of meeting

Time of meeting

Name of Chairman

2 RESOLUTION

It was resolved:

That pursuant to the Baptist and Congregational Trusts Act 1951 the Church's Holding Trustees be requested:

- 1 To adopt the Baptist Model Trusts for Chapels and Halls known as the Baptist Trusts for Churches 2003 in respect of the Church premises described below,

(insert description of church property already owned and any property to be purchased)

and if applicable

- 2 To adopt the Baptist Model Trusts for Manses known as the Baptist Trusts for Manses 2004 in respect of the Church's Manse at

(insert address of Manse)

Signed as a correct record of the resolution passed by the Church Members' Meeting mentioned above.

Signature.....

Position in Church

Date

Association Trust Company	Contact
Baptist Union Corporation Ltd East Midland Baptist Trust Company Ltd	Baptist Union Corporation Ltd Baptist House PO Box 44 129 Broadway Didcot Oxfordshire OX11 8RT Telephone: 01235 517700
Heart of England Baptist Association	Heart of England Baptist Association BMS Birmingham 24 Weoley Park Road Selly Oak Birmingham B29 6QX Telephone: 0121 472 4986
London Baptist Property Board	London Baptist Association Unit C2 15 Dock Street London E1 8JN Telephone: 020 7692 5592
Yorkshire Baptist Association	17-19 York Place Leeds LS1 2EZ Telephone: 0113 278 4954
West of England Baptist Trust Company Ltd	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
Website: www.baptist.org.uk Registered CIO with Charity Number: 1181392

Date Reviewed: July 2018

Date of Issue: January 2019