



Index to Legal and Operations (BUC) Guideline Leaflets

This is an Index of the leaflets created to help local Baptist Churches with legal, property issues, and charity law.

Index to Guideline Leaflets

CHARITIES

No	Title	Edition
C01	Charity Legislation and Churches	November 2021
C02	Creating a New Church or Organisation	November 2021
C03	Church Constitutions	November 2021
C04	Approved Governing Document	July 2021
C05	Using the Approved Governing Document	July 2021
C06	Churches and Charity Registration	November 2021
C07	Registering as a Charity Online	November 2021
C08	Registering as a CIO Online	November 2021
C09	Registered Charities and Public Benefit	June 2018
C10	Churches and Change of Name	June 2018
C11	Churches, Charities and Incorporation	December 2021
C12	Using the Charitable Incorporated Organisation Precedent Document	July 2021
C13	Writing Minutes	April 2019
C14	Church Handbook (Optional Extra)	June 2013
C15	Help I'm a Charity Trustee	November 2021
C16	Conflicts of Interest	December 2017
C17	Serious Incident Reporting	March 2020
C18	Church Complaints Policy and Procedure	New!
C20	Help We're a Small Church	February 2021
C21	Church Life Risk Assessment <i>(title slightly amended)</i>	June 2017
C22	Church Life Risk Assessment Template	June 2017

LEGAL

No	Title	Edition
L01	Churches and Community Partnerships	January 2022
L02	Pre-Schools	November 2021
L03	Churches and Coffee Shops	December 2021
L04	Church Amalgamations and Mergers	June 2022
L05	Ecumenical Sharing Agreements	September 2020
L06	Guest Congregations	June 2013
L07	Church Closure	November 2018
L08	Employment	April 2021
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L14	Licensing for Entertainment and Copyright	May 2021
L15	Legacies to Local Baptist Churches	November 2020
L16	Legal Liability of Church Members in a Baptist Church	January 2017
L17	Legal and Operations Team – Regulatory Information	January 2022

LISTED BUILDINGS

No	Title	Edition
LB01	Introducing the Listed Buildings Advisory Committee	February 2016
LB02	Applying to the Listed Buildings Advisory Committee	March 2015
LB03	Professional Advisors and Applications to the Listed Buildings Advisory Committee	March 2015
LB04	Listed Buildings Application Form	January 2019
LB05	Listed Places of Worship Grant Scheme	March 2015
LB06	Looking After Your Church Buildings	March 2015
LB07	Buildings Materials and External Fittings in Listed Churches	March 2015
LB08	Furnishings in Listed Church Buildings	March 2015
LB09	Photographic Recording	March 2015
LB10	Considering Changes to Church Seating	September 2018

MONEY FOR BUILDING

No	Title	Edition
M01	Loans to Churches	May 2021
M02	Loan Fund Application Form	September 2019
M03	Guidance Notes for completing the M02 Loan Fund Application Form	September 2019
M04	Loan Fund Application Form for Manse Purchases	September 2019
M05	Guidance Notes for completing the M04 Loan Fund Application Form for Manse Purchases	September 2019
M06	Grants for Building Work	May 2021
M07	Short Term Loans for Churches	September 2020

PROPERTY

For Churches		
No	Title	Edition
PC01	Churches and Land Registration	July 2018
PC02	Boundaries, Fences, Hedges and Problems	August 2017
PC03	Five Year Inspection Reports – Church Buildings	June 2019
PC04	Redeveloping or Altering Church Premises	April 2022
PC05	Construction (Design and Management) Regulations 2015	June 2015
PC06	Redeveloping or Building Church Premises – Contract Procurement – The Alternatives	June 2013
PC07	Burial Grounds	June 2019
PC08	Buying Land or Premises for a Church	January 2019
PC09	Selling Church Land or Premises	June 2022
PC10	Hiring of Church Premises	September 2017
PC11	Churches and Leases	January 2019
PC12	Redundant Churches List	Under Review Jan 2022 - Unavailable
PC13	VAT and Church Buildings	January 2022
PC14	Church Car Parks	April 2019

For Manses		
No	Title	Edition
PM01	Buying a Manse	January 2019
PM02	Selling a Manse	January 2019
PM03	Shared Ownership of a Manse	January 2019
PM04	Letting a Manse	June 2020
PM06	Manse Occupancy	October 2021

TRUSTS

No	Title	Edition
T01	Baptist Trusts – Beginnings and Patterns	June 2013
T02	Modern Model Trusts	June 2013
T03	Appointing Property Trustees – Baptist Trust Corporations	January 2019
T04	Ultimate Trusts – Recycling Money for Mission	June 2013
T05	Fuller Trusts	June 2013
T06	Fairbairn Trusts	June 2013
T07	Baptist Trusts for Churches 2003	January 2022
T08	Manse Trusts	June 2013
T09	KingsgateTrusts	June 2013
T10	Holborn Trusts	June 2013
T11	Baptist Trusts for Manses 2004	January 2022

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 480 Chester Road Sutton Coldfield B73 5BP Office Mobile: 0730 505 1770
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 Charity Number: 1181392

Date of Issue: July 2022