

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 aw.	/

Index to Guideline Leaflets

CHARITIES

No	Title	Edition
C01	<u>Charity Legislation and Churches</u>	October 2025
C02	<u>Creating a New Church or Organisation</u>	June 2023
C03	<u>Church Constitutions</u>	October 2025
C04	Approved Governing Document	July 2021
C05	<u>Using the Approved Governing Document</u>	October 2025
C06	<u>Churches and Charity Registration</u>	October 2025
C07	Registering as a Charity Online	October 2025
C08	Registering as a CIO Online	October 2025
C09	Registered Charities and Public Benefit	July 2025
C10	<u>Churches and Change of Name</u>	June 2023
C11	Churches, Charities and Incorporation	October 2025
C12	<u>Using the Charitable Incorporated Organisation Precedent</u>	October 2025
	<u>Document</u>	
C13	Writing Minutes	April 2019
C14	<u>Church Handbook (Optional Extra)</u>	February 2023
C15	Help I'm a Charity Trustee	July 2025
C16	Conflicts of Interest	October 2025
C17	Serious Incident Reporting	March 2023
C18	Church Complaints Policy and Procedure	September 2020
C20	Help We're a Small Church	March 2023
C21	<u>Church Life Risk Assessment</u>	June 2017
C22	<u>Church Life Risk Assessment Template</u>	June 2017

LEGAL

No	Title	Edition
L01	<u>Churches and Community Partnerships</u>	January 2022
L02	<u>Pre-Schools</u>	November 2025
L03	<u>Churches and Coffee Shops</u>	November 2025
L04	Church Amalgamations and Mergers	June 2022
L05	Ecumenical Sharing Agreements	January 2024
L06	<u>Guest Congregations</u>	June 2013
L07	<u>Church Closure</u>	November 2023
L08	<u>Employment</u>	April 2021
L09	Equality Law and your Church	2023
L10	Health and Safety and Fire Precautions	July 2025
L11	Control of Asbestos at Work Regulations 2012	July 2018
L12	<u>Churches and Disability Issues</u>	June 2024
L13	<u>Data Protection</u>	July 2022
L14	<u>Licensing for Entertainment and Copyright</u>	November 2023
L15	<u>Legacies to Local Baptist Churches</u>	February 2024
L16	Legal Liability of Church Members in a Baptist Church	October 2023
L17	<u>Legal and Operations Team – Regulatory Information</u>	June 2023
L18	<u>Use of Social Media for Churches</u>	New!

LISTED BUILDINGS

No	Title	Edition
LB01	<u>Introducing the Listed Buildings Advisory Committee</u>	June 2024
LB02	Applying to the Listed Buildings Advisory Committee	November 2023
LB03	Professional Advisors and Applications to the Listed Buildings March 2015	
	Advisory Committee	
LB04	<u>Listed Buildings Application Form</u>	November 2023
LB05	<u>Listed Places of Worship Grant Scheme</u>	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	<u>Loans to Churches</u>	November 2025
M02	<u>Loan Fund Application Form</u>	November 2025
M03	Guidance Notes for completing the M02 Loan Fund Application Form	September 2019
M04	Loan Fund Application Form for Manse Purchases	February 2025
M05	Guidance Notes for completing the M04 Loan Fund Application Form for Manse Purchases	September 2019
M06	Grants for Building Work	May 2023
M07	Short Term Loans for Churches	September 2020

PROPERTY

For Churches		
No	Title	Edition
PC01	<u>Churches and Land Registration</u>	January 2024
PC02	Boundaries, Fences, Hedges and Problems	January 2024
PC03	<u>Five Year Inspection Reports – Church Buildings</u>	January 2024
PC04	Redeveloping or Altering Church Premises	May 2024
PC05	Construction (Design and Management) Regulations 2015	October 2024
PC06	Redeveloping or Building Church Premises – Contract	January 2024
	<u>Procurement – The Alternatives</u>	
PC07	Burial Grounds	June 2019
PC08	Buying Land or Premises for a Church	January 2024
PC09	Selling Church Land or Premises	June 2023
PC10	<u>Hiring of Church Premises</u>	March 2025
PC11	<u>Churches and Leases</u>	June 2023
PC12	Redundant Churches List	Under Review Jan
		2022 - Unavailable
PC13	VAT and Church Buildings	January 2022
PC14	<u>Church Car Parks</u>	January 2024
PC15	The Terrorism (Protection of Premises) Act 2025 and Protective	NEW!
	Security for Baptist Churches	

For Manses		
No	Title	Edition
PM01	Buying a Manse	January 2024
PM02	Selling a Manse	June 2023
PM03	Shared Ownership of a Manse	November 2024
PM04	<u>Letting a Manse in England</u>	November 2025
PM06	Manse Occupancy in England	November 2024
PM07	Manse Occupancy under the Renting Homes (Wales) Act 2016 (Wales Only)	November 2024
PM08	<u>Letting a Manse in Wales</u>	January 2025

TRUSTS

No	Title	Edition
T01	Baptist Trusts – Beginnings and Patterns	June 2013
T02	Modern Model Trusts	May 2023
T03	Appointing Property Trustees – Baptist Trust Corporations	January 2019
T04	<u>Ultimate Trusts – Recycling Money for Mission</u>	June 2013
T05	<u>Fuller Trusts</u>	June 2013
T06	<u>Fairbairn Trusts</u>	June 2013
T07	Baptist Trusts for Churches 2003	January 2022
T08	Manse Trusts	June 2013
T09	<u>KingsgateTrusts</u>	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

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