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
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C02	Creating a New Church or Organisation	June 2023
C03	Church Constitutions	October 2025
C04	Approved Governing Document	July 2021
C05	Using the Approved Governing Document	October 2025
C06	Churches and Charity Registration	July 2026
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	Churches and Change of Name	June 2023
C11	Churches, Charities and Incorporation	October 2025
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C18	Church Complaints Policy and Procedure	September 2020
C20	Help We're a Small Church	March 2023
C21	Church Life Risk Assessment	June 2017
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LEGAL

No	Title	Edition
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L03	Churches and Coffee Shops	November 2025
L04	Church Amalgamations and Mergers	June 2022
L05	Ecumenical Sharing Agreements	January 2024
L06	Guest Congregations	June 2013
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L15	Legacies to Local Baptist Churches	February 2024
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LB01	Introducing the Listed Buildings Advisory Committee	June 2024
LB02	Applying to the Listed Buildings Advisory Committee	November 2023
LB03	Professional Advisors and Applications to the Listed Buildings Advisory Committee	March 2015
LB04	Listed Buildings Application Form	November 2023
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

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No	Title	Edition
M01	Loans to Churches	November 2025
M02	Loan Fund Application Form	April 2026
M03	Guidance Notes for completing the M02 Loan Fund Application Form	September 2019
M04	Loan Fund Application Form for Manse Purchases	April 2026
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

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For Churches		
No	**Title**	**Edition**
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PC02	Boundaries, Fences, Hedges and Problems	January 2024
PC03	Five Year Inspection Reports – Church Buildings	January 2024
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PC05	Construction (Design and Management) Regulations 2015	October 2024
PC06	Redeveloping or Building Church Premises – Contract Procurement – The Alternatives	January 2024
PC07	Burial Grounds	June 2019
PC08	Buying Land or Premises for a Church	January 2024
PC09	Selling Church Land or Premises	June 2023
PC10	Hiring of Church Premises	March 2025
PC11	Churches and Leases	June 2023
PC13	VAT and Church Buildings	January 2022
PC14	Church Car Parks	January 2024
PC15	The Terrorism (Protection of Premises) Act 2025 and Protective Security for Baptist Churches	May 2026

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	Letting a Manse in England	June 2026
PM06	Manse Occupancy in England	June 2026
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PM08	Letting a Manse in Wales	June 2026

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No	Title	Edition
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T02	Modern Model Trusts	March 2026
T03	Appointing Property Trustees – Baptist Trust Corporations	January 2019
T04	Ultimate Trusts – Recycling Money for Mission	June 2013
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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

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