



Guideline Leaflet PM07: Manse Occupancy under the Renting Homes (Wales) Act 2016 (Wales only)

This leaflet is intended to help and provide guidance to both churches and minister about the use and maintenance of a manse in Wales.

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.

PM07: Manse Occupancy under the Renting Homes (Wales) Act 2016 (Wales Only)

Important Note. This leaflet only relates to manses in Wales. For England please see the leaflet PM06 (Manse Occupancy in England).

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.

INTRODUCTION

This leaflet is about Manse Occupancy in Wales. This leaflet will be of interest to both churches and ministers.

Please note: this leaflet only deals with the provision of a manse to a Minister. For arrangements relating to the rental of residential property to tenants in Wales in return for rent (eg of a manse during an interregnum) please see our leaflet PM08 Letting a Manse in Wales.

Usually a manse is a residential property used by the Minister of a church and other family members. We will explain some of the usual patterns of expectations and practical arrangements although we realise that there may be good reasons why your local situation is different.

THE PROVISION OF A MANSE

Baptist Churches provide a manse rent free for the better performance of the minister's duties. It is usually a place where some functions linked with the role of ministry are fulfilled. It is also the place that Minister calls home. Both the Minister and the church need to be aware of the important balance that is needed. A house helps create the identity and experience of a family as well as reflecting the position and role of a church in the community.

Both church members and ministers are called to live sacrificially in the matter of a manse. Church members, in some circumstances, will be giving sacrificially to buy and maintain a manse. Ministers will need to accept that there may be features in the house that they would have not chosen. Neither may be able to change this situation and therefore need to offer each patience and mutual understanding, but what are the usual arrangements, and what should be expected?

CHOOSING A NEW PROPERTY FOR USE AS A MANSE

In choosing a new property to be used as a manse, churches need to consider various issues. The manse needs to be appropriate to the social and economic context of the church. Whilst certain requirements about space and layout are advisable, there can be no one list of elements that specify the size or value of the house. Variables include the number of bedrooms, living rooms and the provision of an office/study in the premises.

It is important to take account of accessibility so that it is suitable for a Minister or family members who are disabled, and so that those visiting the manse are not disadvantaged because access is difficult.

The manse is the 'base' from which ministers perform the duties of their office so provision should be made for study and office use even though there may also be facilities at the church.

When choosing a property it is important to remember that it should enable different sizes of family to be accommodated. There may also be a need to provide space for visitors and entertaining so the provision of two living rooms is essential. This means that meetings can take place at the manse without banishing the minister's family to their bedrooms. A study would also be needed with sufficient space for pastoral visits by up to two people. Convenient access to a ground floor cloakroom and toilet would be an advantage particularly for visitors to the manse some of whom may not be able to go upstairs.

The ideal is probably a four bedroom house with two living rooms and a separate study and cloakroom on the ground floor, accessed directly from the front door, thus avoiding disturbance of the general living space.

Location is important. Many ministers prefer to live away from the church site. However, because it is intended that the property shall serve the church as a manse, it should not be so far away as to cause problems for the Minister in maintaining regular contact with the church and community. Local circumstances will vary.

Consideration should be given to the layout of the property and the safety of the Minister particularly if the Minister is working at home alone. This is also important for members of the minister's family. Lighting at the front door of the manse (and the church) is often an important safety issue so is considering how the layout would work if anyone needed to move out of the property quickly if a visitor became aggressive or violent.

BUYING A MANSE

There is separate guidance about buying a manse in our Guidelines Leaflet PM01 *Buying a Manse*.

Sometimes a Minister will ask the church to enter into a Shared Ownership arrangement. This is a significant decision and choice for the church to make. The issues are explored in more detail in our Guidelines Leaflet PM03 *Shared Ownership of a Manse*. It is not always possible for a church to agree to this request.

MOVING INTO THE MANSE

Ministers are Office Holders, and therefore it is usual for the church and Minister to agree Terms of Appointment. These usually refer to the church providing accommodation for the minister.

Where accommodation is provided, from 1 December 2022 it will be necessary to issue a written statement of occupation contract (i.e. the agreement under which the minister occupies the property). We have included extra information about this for churches and ministers to consider at the end of this leaflet.

Except where an existing arrangement has been converted into an occupation contract by the Act, it would be usual for the paperwork (the Terms of Appointment and the Occupation Contract) to be completed before the Minister or any family members move into the property. The Occupation Contract must be issued to the Minister within 14 days of the start date of it.

Where the church provides appliances, such as a fitted dishwasher machine or washing machine in a fully fitted kitchen it is helpful to indicate clearly that they belong to the church (if they do) and to indicate who is responsible for their maintenance or replacement. As we have already said, the circumstances will vary between different churches.

Assuming that the manse is already owned by the church (rather than being purchased just before a new Minister arrives) the Minister and any family shall be entitled to move into the manse up to a month before the planned date for their induction service. Churches approach this in different ways. In some cases, the Minister is allowed to move in informally and free of charge before the date of the commencement of their appointment as the church's minister. In other cases, the church might appoint the minister as the church's minister from a certain date but subject to an informal understanding that the minister will not be called upon to serve the church for a period to allow them to move and settle in. In both cases, the occupation contracts should be in force at the date of commencement of the minister's appointment as the church's minister stated on the terms of appointment.

The church shall be responsible for supplying the manse in good decorative order. Flooring suitable for heavy wear should be supplied to the 'public' areas of the manse.

Heating appropriate for a family should be supplied.

The church shall be responsible for the installation of any electrical or gas appliances which are provided and appropriate checks shall be made before the Minister moves in to comply with Health and Safety Regulations. The property should be checked for the presence of asbestos or other noxious substances so far as is practicable. Churches need to remember that manses are not technically domestic premises so consideration of any issues relating to asbestos needs to include all church and manse property.

The following BUC Guidelines Leaflets may be helpful:-

L10 *Health and Safety and Fire Precautions*

L11 *Control of Asbestos at Work Regulations 2012*

MAINTENANCE AND REPAIRS

The church is responsible for the external decoration of a church-owned manse.

Churches may wish to consider creating a programme to review the condition of the manse and to identify any necessary work. The Guidelines Leaflet PC03 *Five Year Inspection Reports – Church Buildings* may be helpful. We suggest that churches obtain regular professionally prepared reports on the condition of all their property, including the manse so essential repairs can be identified.

The maintenance plan will depend on the property, but making a plan to cover the important elements is helpful. For example, it is anticipated that external woodwork will be painted or treated, as appropriate, every four years.

The church is responsible for the normal landlord responsibilities, such as the annual gas inspection as well as other maintenance including the upkeep and replacement of associated fixtures and fittings. The Health and Safety Executive advise all gas consumers to have appliances checked for safety at least once every 12 months by a Gas Safe registered engineer, who will be able to offer further advice. Churches may like to refer to the HSE publication 'Landlords, A Guide to Landlords' Duties': Gas Safety (Installation and Use) Regulations 1998' which can be found online: <http://www.hse.gov.uk/pubns/indg285.pdf>

The interior of the manse is the responsibility of the minister and their family who will deal with matters such as cleaning and minor repairs. The Minister is responsible for internal decoration and it is anticipated that interior redecoration should take place not less than once every seven years.

Where the Minister is able to deal with minor repairs, this is good and helpful. However, where a Minister is unable to deal with these repairs they tell the church. Where the problem is related to the Minister having poor health or mobility problems the church should seek to respond with generosity to ensure that the manse is properly maintained.

The maintenance of the gardens is the responsibility of the minister. However, where extensive tree surgery or removal is considered necessary then this should be carried out and paid for by the church. The Minister is expected to keep the outside of the manse in good order; including tending the gardens and keeping them tidy. If poor health prevents the maintenance of the garden being done personally, the church will employ others to maintain the garden. There may also be volunteers from among the church members who are willing to help. Negotiations would be conducted in a spirit of pastoral care for the Minister and their family.

The Minister shall not sublet the manse in its entirety and the permission of the church shall be sought if rooms are to be made available to lodgers on a commercial basis.

The Minister is expected to use their best endeavours to ensure that no nuisance or disturbance is caused to neighbours.

THE RENTING HOMES (FITNESS FOR HUMAN HABITATION) (WALES) REGULATIONS 2022

Under these Regulations, which come into force on 1 December 2022, Churches as landlords must ensure during occupation of the manse:

- On each storey of the dwelling there is a smoke alarm which is:
 - In repair and proper working order;
 - Connected to the dwelling's electrical supply; and
 - Linked to every other smoke alarm in the dwelling which is connected to the electrical supply.
- There is a carbon monoxide alarm which is in repair and proper working order in each room of the manse which contains a gas appliance, an oil-fired combustion appliance or solid fuel burning combustion appliance.

Where required, carbon monoxide alarms must be installed **no later than 1 December 2022**. As for smoke alarms, the requirements will apply to new occupation contracts entered into on or after 1 December 2022 but existing tenancies will have a twelve month grace period for the landlord to undertake the installation of smoke alarms.

Electrical installations also need to be checked from time to time to ensure that they are safe throughout the Minister's period of occupation. These checks and tests have become more rigorous over time. For the manse it is recommended that a routine check takes place every year with comprehensive inspection and testing being done at least once in every five years in accordance with the Regulations (or more frequently if set out in the electrical condition report). A 'routine check' should be carried out by someone who is competent to understand the electrical system, but need not be electrically qualified. The check should look for any wear and deterioration, missing parts, correct labelling and operation of test buttons etc. The 'inspection and test' needs to be carried out by a suitably qualified professional who should be an NICEIC registered contractor. Utility companies and local letting agents may both be able to help churches to find suitable contractors. The person carrying out the 'inspection and test' will prepare an Electrical Installation Condition Report. A copy of the report should be supplied to the Minister promptly and certainly within 7 days of the start of the inspection. Any remedial works required must also be completed without delay and a written report sent to the minister confirming that the work has been done to the correct standard within 7 days of the landlord being notified of completion of the work.

The requirements will be enforced by local authorities who can impose a fine of up to £5,000 where a landlord fails to comply with a remedial notice. Churches need to ensure that their manses comply with these requirements whether they are occupied by a minister or by any other occupant (eg a tenant).

Useful guidance for landlords is available here: <https://gov.wales/fitness-homes-human-habitation-guidance-landlords-html>

SIGNIFICANT ALTERATIONS, MAJOR REFURBISHMENT AND EXTENSIONS

The Minister shall not undertake any significant alteration refurbishment or extension.

The Minister shall not undertake substantial improvements for which immediate reimbursement might be requested without prior agreement from the church. The Minister shall not be entitled to reimbursement at a later date unless specific written agreement has been given as to work to be done and the sum to be reimbursed prior to the commencement of any building or improvement works.

Notwithstanding the fact that for many legal purposes the manse is regarded as a residential property, the Minister and church needs to note that some regulations are applied to manses as if they were non-residential premises. In particular, special care must be taken in relation to electrical work, gas installations, asbestos and other building work. See BUC Guidelines Leaflet PC05 *Construction (Design and Management) Regulations 2015* and L10 *Health and Safety and Fire Precautions*. Churches and ministers need to note that most contractors, e.g. small building firms or kitchen fitting companies are unlikely to have any knowledge of these regulations. It is vital that the church and Minister remember that special rules apply to the manse property. All building work, including more ordinary tasks like fitting a kitchen or bathroom will need to be assessed in case the construction regulations apply. If they do then special supervision will be needed whilst the work is being done.

It should be noted that building regulations apply to all electrical installation work undertaken in 'dwellings' such as manses. As a result some electrical work with a higher level of risk must be notified to your Building Control Service unless you employ a suitably qualified and registered installer. If you use an unregistered installer for notifiable work the Building Control Service will need to inspect it.

ROUTINE INSPECTIONS AND PROBLEM SOLVING

The church must recognise that the manse is the minister's personal residence and visits should only be made by prior arrangement or invitation. It is not appropriate for the church to retain a key and visit without the knowledge of the family.

Where difficulties arise about maintenance, cleaning, gardening or other problems these shall be discussed between the Minister and the Charity Trustees of the church in an attempt to resolve the problems by discussion.

The church is expected to respond to reasonable requests from the Minister and help resolve problems related to the manse, particularly where additional lighting or other security precautions are felt to be needed by the Minister or family members.

A thorough routine inspection of the manse is recommended every five years but some churches and ministers might want this to happen more frequently, perhaps annually. There will also need to be an inspection at the point where a Minister moves out and there is a Pastoral Vacancy, whenever this happens. This should include inspection of the structural condition, the decorative order and the fixtures and fittings.

LEAVING THE MANSE

The manse will be vacated if or when the Minister ceases to be the Minister of the church. There shall be no rights for the Minister or any family member or lodger to remain in the property beyond the completion of the notice period under the Ministerial Terms of Appointment. This shall apply whether or not the Minister has chosen to resign from their role or the church has given notice to the Minister.

The church shall be entitled to take steps to seek possession of the manse and compensation should a Minister, or any member of the Minister's family, or any lodger, fail to vacate the manse at the end of the notice period.

The Minister will be expected to leave the manse in good order. Any substantial cleaning, redecoration or gardening costs arising from the manse or garden being left in an uninhabitable or overgrown condition may be charged to the Minister.

The routine interior redecoration of a manse and its preparation for new occupiers shall not be the responsibility of the vacating Minister.

If a Minister should die in service, the Occupation Contract will end as the Terms of the Appointment do and from that point there is nothing being given in return for the accommodation, something which might

cause a new occupation contract to be created. However, the church is strongly urged to act with sensitivity, generosity, and in a reasonable manner. The Regional Minister will assist the church in these distressing circumstances and help to negotiate a suitable timetable for the family to vacate the manse. If dependants need to remain in the manse for an ongoing period beyond a reasonable period of grace period (which would usually be six months) please contact your Baptist trust corporation for further advice.

If the Minister was to pass away during the appointment, there would be no right for any other person to succeed to the tenancy. This is because the occupation contract is granted solely in connection with the contract-holder's appointment as the Church's Minister. Once that appointment ends, there is nothing being given in return for the accommodation and, therefore, no occupation contract.

If other difficult circumstances arise, for example if the Minister's marriage shall break down, any spouse or other family members may continue to occupy the manse after the departure of the Minister for a period of time without paying any rent or other charges for the use of the property. As there is no rent and nothing being given in return for the accommodation there will be no occupation contract in these circumstances. However, this arrangement should be for initially three months and, in any event no longer than a maximum of six months following which a new occupation contract of the manse, normally at full market rent, would need to be issued. (The same approach may be adopted if the minister simply needs more time to find new accommodation at the end of their appointment).

The Minister shall not have any right to sublet the manse in its entirety or to sublet any rooms to any new lodgers on a commercial basis during the notice period, since the right to occupy the manse is personal to the Minister and members of the Minister's family.

A NEW MANSE?

Sometimes Ministers are unhappy with the size, condition, or location of a manse and invite the church to consider purchasing a new manse prior to their move to the church and induction. Whilst churches should be sensitive to the needs of particular Ministers it is important that the choice of manse is not based on the needs of one particular family but are based on what is reasonable in the light of the long term interests of the church and the money available.

SHARED OWNERSHIP

Sometimes Ministers wish to purchase a property jointly with the church or to acquire a share in an existing manse. There are times when this can be of mutual benefit to both the church and the Minister. However, the church needs to consider the matter carefully, particularly if they already own a manse free of mortgage.

The guidance in the BUC Guidelines Leaflet PM03 *Shared Ownership of a Manse* needs to be considered very carefully by the church and Minister.

The Charity Trustees of the church and the Church Members' Meeting must consider very carefully how they respond to this kind of request since they are bound by Charity Law requirements to act in the best interests of the church.

If a Shared Ownership arrangement is possible, and this involves buying a new property the choice of a property is important. In choosing any new property for use as a manse, both the church and the Minister need to look for a suitable property. It is a joint decision.

It is possible that on leaving the church the Minister will invite the church to buy their share in the property. This can be more cost effective than selling the property and buying a different property. It is therefore vital that church and Minister together agree what kind of property will be chosen. The factors outlined in our opening section 'The Provision of a Manse' must be taken into account, particularly so far as location is concerned, are very important.

Many Ministers lease their share of a jointly owned property to the church. There may be tax advantages if the arrangements are structured correctly. The tax advantages arise because the manse is provided to Ministers for the better performance of their duties. There is an expectation that the manse will bear some geographical relationship to the church and the community that is being served. Whilst there is no specific

recommendation, it is expected that the property will be located in reasonable proximity to the church/congregation.

Once these arrangements have been put in place the property is a manse. It is not a private home and the arrangements already described about safety inspections, maintenance, health and safety, alterations and building work, and the various regulations will apply. In particular the Minister needs to remember that the property will be subject to the Construction (Design and Management) Regulations 2015 already mentioned.

RENTING A PROPERTY TO USE AS A MANSE

There are some occasions when the only solution available to a church is to rent a property for use as a manse. Although sometimes necessary, this arrangement is not always ideal as it brings a third party (the landlord) into the equation.

In order for the property to be treated as a manse for tax purposes the tenancy agreement should always be in the name of the church and the rent paid by the church. If the church reimburses the Minister for the costs of property rental, or if the tenancy is in the name of the minister, but the rent is paid by the church, the rent should be treated as a taxable benefit and subject to income tax and National Insurance Contributions.

The church should take full responsibility for contacting and negotiating with the landlord or agent regarding any issues relating to the occupation contract or repairs to the property that are the landlord's responsibility.

THE MINISTER PROVIDES A HOUSE FOR USE AS A CHURCH MANSE

In some circumstances (eg where a church-owned manse is not available or is not considered suitable for a particular minister or family) it may be that a minister owns a property within reasonable proximity to the church which could be leased to the church. This possibility is referred to in Guidance Leaflet F01 and further guidance is available upon request. Entering into this leasing arrangement makes it possible for the church to provide manse accommodation for the better performance of a minister's duties, and some of the matters relating to inspections and regulations referred to in the foregoing notes may therefore be applicable.

OCCUPANCY CONTRACTS

The Renting Homes (Wales) Act 2016 which is in force for new occupation arrangements from 1st December 2022, is a fundamental change in landlord and tenant law in respect of dwellings in Wales. The Act will apply to new arrangements entered into on or after 1 December 2022 but also to all existing arrangements in place on that date.

As for new arrangements relating to the provision of accommodation to a Minister, under the Act, the church has a legal obligation to issue a written statement of occupation contract terms to the minister as contract-holder within 14 days of the start of the contract. (This will be the date that the Minister commences their appointment as the church's Minister.) This occupation contract should be issued as well as the Ministerial Terms of Appointment. For legal purposes, this contract will make the church the Minister's landlord under the Act.

As for ministers who are already being provided a manse on 1 December 2022, under the Act, the church has a legal obligation to issue a written statement of occupation contract terms to the minister as contract-holder within six months of 1 December 2022. This occupation contract will not change the Ministerial Terms of Appointment but will run alongside them and deal with property related matters. This contract will make the church the Minister's landlord under the Act.

As landlord the church must also provide an address where any documents for the landlord can be sent. This must be provided using prescribed [Form RHW2](#), also within 14 days of the start of the occupation arrangements.

We have prepared a standard form of occupation contract for churches to use: this is based on the model written statement issued by the Welsh Government and includes the provisions that must be included in the contract under legislation. It is a fixed term standard contract: the fixed term being linked to the period that the Terms of Appointment continues. The contract is drafted so that it ends upon end of the terms of appointment and the minister ceasing to provide ministry service. It then ceases to be an occupation contract because there is no consideration provided by the occupier.

The occupation agreement sets out the rights and responsibilities of each party in respect of the manse and includes provision for the preparation of an inventory of items that the church provides in the manse.

There could also be a Schedule of Condition recording the condition of the property when the Minister (worker) moved in, and providing a reference point for future discussions particularly when the manse is vacated.

We will be happy to supply a copy of our standard form of occupation contract to churches in trusteeship with the BUC or who are in the process of transferring trusteeship to the BUC from the North Western Baptist Association. To request a copy, please e mail legal.ops@baptist.org.uk , stating the name of your church and whether there is any leaseback arrangement with the minister.

REGISTRATION WITH RENT SMART WALES

Rent Smart Wales is the licensing authority for landlords who let or manage their own property and those who let or manage on behalf of others. Their website can be found here:

<https://rentsmart.gov.wales/en/home/>

Churches were not initially required to register manse occupancy arrangements with Rent Smart Wales but the law changed and it is now necessary to register and be licensed with Rent Smart Wales in relation to occupation contracts where manses are provided to ministers. (Of course, churches renting residential property at rent to tenants should be registered with Rent Smart Wales – please see our leaflet PM08 for further details).

Churches will need to both register as a landlord and also obtain a licence because they are likely to be carrying out activities that will be classified as management activities.

For further information on registration, please see <https://rentsmart.gov.wales/en/landlord/landlord-registration/> . The fee for a new registration is £45 online and this lasts for five years.

If asked for the church's charity number and the church is not a registered charity, it should seek to communicate that the church is excepted from registration by virtue of the Charities (Exception from Registration) Regulations 1996 (as amended).

Churches will also need to obtain a licence. The appropriate type of licence is a 'Landlord Licence'. For further information about licences, please see here: <https://rentsmart.gov.wales/en/licensing/>

To obtain a licence, evidence of mandatory training must be supplied. Church trustees who will be the persons responsible for letting and management activities must complete approved Rent Smart Wales training before submitting a licence application. Online training costs £30 and takes approximately five hours.

At least one church trustee must attend the training on behalf of the church but it is most strongly recommended that a minimum of two church trustees should attend the training. This is so that either of these persons can properly oversee the management of the manse property and, if necessary, make decisions in relation to it. Such persons should ideally include the person(s) that sign the manse occupancy agreement on behalf of the church. Ideally, the Minister to whom occupation is being provided (nor their spouse or anyone else living with them who might also be a church trustee) should not attend the training so that that the occupation arrangement can be overseen on behalf of the church by different trustees with no potential for conflict of interest in relation to the occupation.

In addition to the cost of training, there is a fee of £187 for a licence. A licence lasts for 5 years before it must be renewed in the case of continuing ministerial manse occupancy.

There are penalties for non-compliance with the requirements to register and obtain a licence.

ENVIRONMENTAL CONSIDERATIONS

As part of our call to share in God's mission to all of creation, when considering maintenance and development of church premises, manses and land, we should include a consideration of the environmental impact. Statutory requirements will mandate adherence to a range of environmental standards but churches are also urged to take a broader view of the impact of the use of their property and development of their buildings on the environment, seeking to make them and church life in general as sustainable and environmentally friendly as possible. Churches considering projects such as building insulation, solar panels or heat pumps should take a balanced view, giving thought not only to the proposed environmental benefits but also to any wider consequences, including costs, and seek professional advice before proceeding, to ensure that they are acting in the best interests of the church charity.

The Baptist Union Environmental Network ('BUEN') webpage [here](#) has links providing general advice regarding buildings and land. Further advice can be found in the Baptist Union's [Transform leaflets](#) in the "Environmental Issues" section. Churches may wish to undertake their own environmental audit using online resources such as the survey provided by A Rocha for their [Eco Church scheme](#) or BMS Worldmission's [Carbon Calculator](#), but appropriate professional advice should always be sought in connection with the planning of any building works or projects. Grants may be available from national and local governments.

CHECKLIST FOR MANSE MINISTERIAL OCCUPATION CONTRACTS

- Speak to the Minister about the need for an occupation contract
- Obtain a copy of the standard form of Occupation Contract from the BUC
- (Where the church is an unincorporated association) Leadership Team to pass a Charities Act s333 Resolution authorising two trustees to sign the occupation contract statement (we will provide a draft resolution with the standard occupation agreement)
- Register the church as a landlord with Rent Smart Wales
- Two church trustees (not the Minister, their spouse or someone living at the manse) should attend the Landlord Licensing training course
- Obtain a Landlord Licence for the church from Rent Smart Wales
- Sign and complete and date the Occupation Contract prior to the commencement of the Minister's appointment as the Church's Minister and provide a copy to the minister.
- Give Minister form RHM2 within 14 days of the dating of the Occupation Contract

[END]

Association Trust Company	Contact
Baptist Union Corporation Ltd	Baptist Union Corporation Ltd Baptist House PO Box 44 129 Broadway Didcot Oxfordshire OX11 8RT Telephone: 01235 517700

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:

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