

Guidance Leaflets held on the BUGB Website

For many of these leaflets go to the Resource Library at www.baptist.org.uk/resources

LEGAL AND OPERATIONS GUIDANCE

- C01 Charity Legislation and Churches
- C02 Creating a New Church or Organisation
- C03 Church Constitutions
- C04 Approved Governing Document, & C05 Using the Approved Governing Document
- C06 Churches and Charity Registration, and C07 Registering as a Charity Online
- C08 Registering as a CIO Online
- C09 Registered Charities and Public Benefit
- C10 Churches and Change of Name
- C11 Churches, Charities and Incorporation
- C12 Using the Charitable Incorporated Organisation Precedent Document
- C13 Writing Minutes
- C14 Church Handbook (Optional Extra)
- C15 Help I'm a Charity Trustee
- C16 Conflicts of Interest
- C17 Serious Incident Reporting
- C18 Church Complaints Policy and Procedure
- C20 Help We're a Small Church
- C21 Church Life Risk Assessment, and C22 Church Life Risk Assessment Template

LEGAL

- L01 Churches and Community Partnerships
- L02 Pre-Schools
- L03 Churches and Coffee Shops
- L04 Church Amalgamations and Mergers
- L05 Ecumenical Sharing Agreements
- L06 Guest Congregations
- L07 Church Closure
- L08 Employment
- L09 Christian Ethos Audit
- L10 Health and Safety and Fire Precautions
- L11 Control of Asbestos at Work Regulations 2012
- L12 Churches and Disability Issues
- L13 Data Protection
- L14 Licensing for Entertainment and Copyright
- L15 Legacies to Local Baptist Churches
- L16 Legal Liability of Church Members in a Baptist Church
- L17 Legal and Operations Team – Regulatory Information

LISTED BUILDINGS

- LB01 Introducing the Listed Buildings Advisory Committee (LBAC), and LB02 Applying to the LBAC
- LB03 Professional Advisors and Applications to the LBAC, and LB04 Listed Buildings Application Form
- LB05 Listed Places of Worship Grant Scheme
- LB06 Looking After Your Church Buildings
- LB07 Buildings Materials and External Fittings in Listed Churches
- LB08 Furnishings in Listed Church Buildings
- LB09 Photographic Recording
- LB10 Considering Changes to Church Seating

MONEY FOR BUILDING

M01 Loans to Churches

M02 Loan Fund Application Form & M03 Notes for completing the Loan Fund Application Form

M04 Loan Fund Application Form for Manse Purchases & M05 Notes for completing the Form

M06 Grants for Building Work, and M07 Short Term Loans for Churches

PROPERTY For Churches

PC01 Churches and Land Registration

PC02 Boundaries, Fences, Hedges and Problems

PC03 Five Year Inspection Reports – Church Buildings

PC04 Redeveloping or Altering Church Premises

PC05 Construction (Design and Management) Regulations 2015

PC06 Redeveloping or Building Church Premises – Contract Procurement – The Alternatives

PC07 Burial Grounds

PC08 Buying Land or Premises for a Church, and PC09 Selling Church Land or Premises

PC10 Hiring of Church Premises, and PC11 Churches and Leases

PC13 VAT and Church Buildings

PC14 Church Car Parks

MANSES

PM01 Buying a Manse and PM02 Selling a Manse

PM03 Shared Ownership of a Manse

PM04 Letting a Manse in England, and PM06 Manse Occupancy in England

PM07 Manse Occupancy under the Renting Homes (Wales) Act 2016, and PM08 Letting a Manse in Wales

TRUSTS

T01 Baptist Trusts – Beginnings and Patterns

T02 Modern Model Trusts

T03 Appointing Property Trustees – Baptist Trust Corporations

T04 Ultimate Trusts – Recycling Money for Mission

T05 Fuller Trusts, and T06 Fairbairn Trusts

T07 Baptist Trusts for Churches 2003

T08 Manse Trusts

T09 Kingsgate Trusts, and T10 Holborn Trusts

T11 Baptist Trusts for Manses 2004

FINANCE GUIDANCE LEAFLETS

F01 Leasing a property (owned in whole or in part by a Minister) to a Church for use as a Manse

F02 Guidelines on Charity Accounts with Income Under £250,000

Appendix – Template for Receipt and Payment

F03 Guidelines on Charity Accounts with Income Over £250,000

Appendix – Template for Accrual Accounts, and FRS102 Pension Calculations for Accruals Accounts

F04 Independent Examiner and F05 Preparation of Annual Reports

F06 Employment Allowance

F07 Charity Reserves

F08 Budgeting Planning

F09 Fellowship (or Benevolent) Funds

F10 Direct Debit Instruction Form

F11 Template for Expenditure Budget, and F12 Template for Income Budget

GIFT AID

G01 Gift Aid Small Donation Scheme (GASDS)

G02 New Form of Gift Aid Declaration

TAXATION

- X01 Ministers online Tax Returns
- X02 Self-Assessment and the Minister
- X03 Taxation Guidelines for Churches and Ministers
- X04 Guidelines for Ministers holding a property which is rented on a shorthold tenancy

HR AND SAFEGUARDING INFORMATION

LEAFLETS

Introduction to safeguarding in Baptist Churches and Theology of safeguarding
Safeguarding audit tool for churches
Roles and responsibilities for safeguarding in the life of a Baptist church
Model policy and procedures
The role of Statutory authorities
Safeguarding legislation
The Charity Commission and safeguarding including serious incident reporting
Reporting Concerns
Making referrals to statutory authorities
Dealing with historic cases
Turning good policy into good practice
Risk Assessment template
Excellence in safeguarding materials
Safeguarding Contracts: Frequently Asked Questions
Supporting those who have experienced abuse
Signposting to Specialist support and help
The role of the Designated Person for Safeguarding
Insurance Claims: guiding principles
The Cycle of Abuse
Forms to add or change a DBS Verifier
Safeguarding record keeping guide
Data protection policy guidance
The Independent Inquiry into Child Sexual Abuse (IICSA)

GUIDES TO:

- Cyber Safety
- Safeguarding Record Keeping
- Understanding Domestic Abuse
- Understanding Self Harm
- Using Social Media
- DBS Checks (and forms) and what happens with blemished disclosures.
- Being a Designated Person for Safeguarding

TRAINING INCLUDING:

Level 2 film for all age services
BUGB Webinar: Supporting those facing domestic abuse

BEING A BAPTIST

Annual Report, Baptist Basics, *Baptists Together* magazine and *Transform*

WORSHIP AND PRAYER RESOURCES

Prayer diary, Seasonal prayers, Topical prayers and Resources about worship

THE FAITH AND SOCIETY TEAM INFORMATION

Find a range of guidance on the following topics:

- Children, young people and families
- Churches working together
- Inter Faith
- Justice (disability, gender and race)
- Local church mission audit
- Mission and evangelism
- Social and political

MINISTRY LEAFLETS

EXPLORING A CALL TO BAPTIST MINISTRY

An introduction to accredited Baptist Ministry

Called to be a nationally recognised pastor

Funding ministerial formation

Marks of Ministry

GUIDANCE FOR MINISTERS

A code of ethics for Baptist ministry

Accessing and practising accompaniment

Baptists Together settlement guidance for ministers

Churches Ministerial Counselling Service

Continuing Ministerial Development (CMD) handbook, and CMD summary

Guide to pastoral practice and ministry

Further studies grants

Ministerial recognition rules

Newly accredited ministers' programme

Same sex marriage guidance

GUIDANCE FOR CHURCHES

Baptists Together (BT) guide to creating a church profile

BT Settlement Process - an introduction, and BT settlement guidance for churches

Newly accredited ministers - information for churches

Appointing ministers of religion from outside the EU

Terms of appointment, full-time and part-time

Becoming a mother in ministry and Risk Assessment Form for expectant mothers

Shared parental leave - example policy

Safeguarding requirements for ministers with both BUGB and the Baptist Union of Wales (BUW)

Enhanced disclosures and safeguarding training for accreditation

Journeying through conflict

Complaint against an accredited minister

Ministerial remuneration guidance and Ministerial remuneration spreadsheet

Mortgages for ministers - a fact sheet from Kingdom Bank

Sabbatical leave information for churches

When a minister leaves - guidance for a pastoral vacancy

GUIDANCE FOR INTERNSHIPS

Internship best practice handbook