

## **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	<a href="#">Charity Legislation and Churches</a>	March 2023
C02	<a href="#">Creating a New Church or Organisation</a>	June 2023
C03	<a href="#">Church Constitutions</a>	March 2023
C04	<a href="#">Approved Governing Document</a>	July 2021
C05	<a href="#">Using the Approved Governing Document</a>	June 2023
C06	<a href="#">Churches and Charity Registration</a>	March 2023
C07	<a href="#">Registering as a Charity Online</a>	June 2023
C08	<a href="#">Registering as a CIO Online</a>	June 2023
C09	<a href="#">Registered Charities and Public Benefit</a>	March 2023
C10	<a href="#">Churches and Change of Name</a>	June 2023
C11	<a href="#">Churches, Charities and Incorporation</a>	March 2023
C12	<a href="#">Using the Charitable Incorporated Organisation Precedent Document</a>	November 2023
C13	<a href="#">Writing Minutes</a>	April 2019
C14	<a href="#">Church Handbook (Optional Extra)</a>	February 2023
C15	<a href="#">Help I'm a Charity Trustee</a>	March 2023
C16	<a href="#">Conflicts of Interest</a>	July 2023
C17	<a href="#">Serious Incident Reporting</a>	March 2023
C18	<a href="#">Church Complaints Policy and Procedure</a>	September 2020
C20	<a href="#">Help We're a Small Church</a>	March 2023
C21	<a href="#">Church Life Risk Assessment</a>	June 2017
C22	<a href="#">Church Life Risk Assessment Template</a>	June 2017

## LEGAL

No	Title	Edition
L01	<a href="#">Churches and Community Partnerships</a>	January 2022
L02	<a href="#">Pre-Schools</a>	December 2023
L03	<a href="#">Churches and Coffee Shops</a>	December 2021
L04	<a href="#">Church Amalgamations and Mergers</a>	June 2022
L05	<a href="#">Ecumenical Sharing Agreements</a>	January 2024
L06	<a href="#">Guest Congregations</a>	June 2013
L07	<a href="#">Church Closure</a>	November 2023
L08	<a href="#">Employment</a>	April 2021
L09	<a href="#">Equality Law and your Church</a>	2023
L10	<a href="#">Health and Safety and Fire Precautions</a>	22 September 2023
L11	<a href="#">Control of Asbestos at Work Regulations 2012</a>	July 2018
L12	<a href="#">Churches and Disability Issues</a>	July 2017
L13	<a href="#">Data Protection</a>	July 2022
L14	<a href="#">Licensing for Entertainment and Copyright</a>	November 2023
L15	<a href="#">Legacies to Local Baptist Churches</a>	February 2024
L16	<a href="#">Legal Liability of Church Members in a Baptist Church</a>	October 2023
L17	<a href="#">Legal and Operations Team – Regulatory Information</a>	June 2023
L18	<a href="#">Use of Social Media for Churches</a>	<b>New!</b>

## LISTED BUILDINGS

No	Title	Edition
LB01	<a href="#">Introducing the Listed Buildings Advisory Committee</a>	February 2016
LB02	<a href="#">Applying to the Listed Buildings Advisory Committee</a>	November 2023
LB03	<a href="#">Professional Advisors and Applications to the Listed Buildings Advisory Committee</a>	March 2015
LB04	<a href="#">Listed Buildings Application Form</a>	November 2023
LB05	<a href="#">Listed Places of Worship Grant Scheme</a>	March 2015
LB06	<a href="#">Looking After Your Church Buildings</a>	March 2015
LB07	<a href="#">Buildings Materials and External Fittings in Listed Churches</a>	March 2015
LB08	<a href="#">Furnishings in Listed Church Buildings</a>	March 2015
LB09	<a href="#">Photographic Recording</a>	March 2015
LB10	<a href="#">Considering Changes to Church Seating</a>	September 2018

## MONEY FOR BUILDING

No	Title	Edition
M01	<a href="#">Loans to Churches</a>	May 2021
M02	<a href="#">Loan Fund Application Form</a>	September 2019
M03	<a href="#">Guidance Notes for completing the M02 Loan Fund Application Form</a>	September 2019
M04	<a href="#">Loan Fund Application Form for Manse Purchases</a>	September 2019
M05	<a href="#">Guidance Notes for completing the M04 Loan Fund Application Form for Manse Purchases</a>	September 2019
M06	<a href="#">Grants for Building Work</a>	May 2023
M07	<a href="#">Short Term Loans for Churches</a>	September 2020

## PROPERTY

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

For Manses		
No	Title	Edition
PM01	<a href="#">Buying a Manse</a>	January 2024
PM02	<a href="#">Selling a Manse</a>	June 2023
PM03	<a href="#">Shared Ownership of a Manse</a>	January 2019
PM04	<a href="#">Letting a Manse in England</a>	January 2024
PM06	<a href="#">Manse Occupancy in England</a>	January 2024
PM07	<a href="#">Manse Occupancy under the Renting Homes (Wales) Act 2016 (Wales Only)</a>	January 2024
PM08	<a href="#">Letting a Manse in Wales</a>	January 2024

## **TRUSTS**

<b>No</b>	<b>Title</b>	<b>Edition</b>
<b>T01</b>	<a href="#">Baptist Trusts – Beginnings and Patterns</a>	June 2013
<b>T02</b>	<a href="#">Modern Model Trusts</a>	May 2023
<b>T03</b>	<a href="#">Appointing Property Trustees – Baptist Trust Corporations</a>	January 2019
<b>T04</b>	<a href="#">Ultimate Trusts – Recycling Money for Mission</a>	June 2013
<b>T05</b>	<a href="#">Fuller Trusts</a>	June 2013
<b>T06</b>	<a href="#">Fairbairn Trusts</a>	June 2013
<b>T07</b>	<a href="#">Baptist Trusts for Churches 2003</a>	January 2022
<b>T08</b>	<a href="#">Manse Trusts</a>	June 2013
<b>T09</b>	<a href="#">KingsgateTrusts</a>	June 2013
<b>T10</b>	<a href="#">Holborn Trusts</a>	June 2013
<b>T11</b>	<a href="#">Baptist Trusts for Manses 2004</a>	January 2022

Association Trust Company	Contact
<b>Baptist Union Corporation Ltd East Midland Baptist Trust Company Ltd</b>	Baptist Union Corporation Ltd Baptist House PO Box 44 129 Broadway Didcot Oxfordshire OX11 8RT Telephone: 01235 517700
<b>Heart of England Baptist Association</b>	Heart of England Baptist Association 480 Chester Road Sutton Coldfield B73 5BP Office Mobile: 0730 505 1770
<b>London Baptist Property Board</b>	London Baptist Association Unit C2 15 Dock Street London E1 8JN Telephone: 020 7692 5592
<b>Yorkshire Baptist Association</b>	17-19 York Place Leeds LS1 2EZ Telephone: 0113 278 4954
<b>West of England Baptist Trust Company Ltd</b>	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](mailto:legal.ops@baptist.org.uk)  
Website: [www.baptist.org.uk](http://www.baptist.org.uk) Registered CIO Charity Number: 1181392

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