

BUC GUIDELINES

BUC3 Leaflet Edition Index (07/2010)

This chart sets out recent changes to our Guidelines Leaflets. The leaflets are all listed and where changes have been made the right hand column indicates whether these are major or only minor changes.

Number	Title	Current Edition	Changes and Comments
BUC1	Introducing the Baptist Union Corporation	10/2008	Leaflet 03/2008 updated – Staff changes.
BUC2	Redundant Churches List	10/2009	Leaflet 08/2009 – updated – various.

A – MANSES AND CHURCH HOUSES

Number	Title	Current Edition	Changes and Comments
A1	Manse Trusts	07/2007	Leaflet 12/2005 – major amendments and new format.
A2	Buying a Manse	07/2010	Leaflet 07/2007 – Page 2, under heading 'Checking the Property'. Second paragraph removed re: Condition Report.
A3	Selling a Manse	07/2010	Leaflet 01/2008 – Page 2, under heading 'Marketing the Property'. Second, third and fourth paragraphs removed re: Home Information Pack.

A4	Shared Ownership of a Manse	04/2009	Leaflet 12/2008 updated – Expanded the section 'Opportunities for Shared Ownership – A New Purchase' to more clearly describe the matters that need to be taken into account by the church before deciding to go head. We have also altered the section 'Mortgage Arrangements'. Some minor changes to reflect the potential benefits that ministers may obtain in relation to tax. In particular, we have included the phrase 'reasonable proximity' to explain that there must be some kind of geographical relationship between the church and the house.
A5	Letting a Manse	12/2008	Leaflet 07/2007 updated – Page 3. Two new paragraphs relating to Gas and Electrical Safety Certificates and Energy Performance Certificates.
A6	Kingsgate Trusts	07/2007	Leaflet 11/2003 – new format
A7	Holborn Trusts	07/2007	Leaflet 11/2003 - new format
A8	Leasing a Property (owned in whole or in part by a minister) to a church for use as a Manse (formerly called Leasebacks)	09/2007	Leaflet 07/2007 – refer to BUC or Finance Office for Taxation Adviser.
A9	Baptist Trusts for Manses 2004	07/2007	New leaflet

B – CHURCH PREMISES

Number	Title	Current Edition	Changes and Comments
B1	Church Trusts, Model Trusts and Property Trustees	09/2007	Leaflet 12/2005 updated – New format. Many changes and updates throughout leaflet in particular relating to charity registration.
B2	Buying Land or Premises for a Church	06/2010	Leaflet 12/2005 updated – Minor amendments at the top of page 3.
B3	Selling Church Land or Premises	12/2005	Leaflet 03/2004 updated – Amendments to our solicitors' details, Anthony Collins.
B4	Redeveloping Church Premises	03/2010	Leaflet 07/2005 updated – Many updates/changes throughout the leaflet including new sections on Collateral Warranties, Latent Defects Insurance, Knowing your Property etc.
B4a	Contract Procurement – The Alternatives	06/2008	Leaflet 06/2008 updated – Minor amendments including on page 4 referral to Collateral Warranties and Latent Defects Insurance.
B5	Hiring of Church Premises (formerly known as Letting Church Premises)	03/2008	Leaflet 09/2005 updated – Various updates to take account of recent legal issues.
B6	Loans to Churches	02/2009	Leaflet 11/2007 - largely rewritten and updated.
B7	Fuller Trusts	08/2003	

B8	Fairbairn Trusts	03/2005	Leaflet 08/2003 updated – Minor typing corrections made only.
B9	Baptist Model Trusts for Churches 2003 <i>(formerly Combined Model Trust – Information and Constitution)</i>	09/2007	Leaflet 07/2004 updated and renamed – New format but leaflet now only includes the Model Trusts for Churches 2003.
B10	Loan Fund Application <i>(formerly Application Form – Baptist Union Loan Fund)</i>	03/2009	Leaflet 07/2008 – Completely revamped.
B11	Churches and Leases	12/2005	Leaflet 09/2005 updated – amendments to our solicitors' details, Anthony Collins.
B12	Five Year Inspection Reports – Church Buildings	09/2009	NEW LEAFLET

C – OTHER MATTERS

Number	Title	Current Edition	Changes and Comments
C1	Burial Grounds	11/2009	Leaflet 11/2009 updated – Page 5/6, Sections Building on a Burial Ground and Removing Human Remains – new contact name and address. Additional sentence to last paragraph in Removing Human Remains section.
C2	Church Closure	01/2008	Leaflet 04/2004 updated – Largely re-written with fuller explanations.
C3	Churches and Community Partnerships	04/2005	New Leaflet
C4	Church Amalgamation	02/2009	Leaflet 12/2005 – rewritten and updated. Leaflet 01/2005 updated – Amendments to our solicitors' details, Anthony Collins.
C5	Sharing Agreements	12/2005	Leaflet 12/2005 updated – Amendments to our solicitors' details, Anthony Collins.
C6	Charity Legislation and Churches (formerly Charities Act 1993)	09/2009	Leaflet 04/2008 updated – Amendments made to bring leaflet up to date generally. The Charity Commission hopes that charity registration will now be almost complete for churches with an income over £100,000. It also reflects progress in the registration processes for LEPs. Leaflet 03/2007 updated - To take account of the Approved Governing Document and charity registration.

C7	Health and Safety and Fire Precautions	12/2009	<p>Leaflet 12/2009 updated – Page 7. Change under Gas Installations. CORGI installer changed to Gas Safe registered engineer.</p> <p>Leaflet 04/2009 updated – New section, page 10, Pandemic Influenza.</p> <p>Leaflet 05/2008 updated – The revised leaflet takes account of updated asbestos regulations in 2006 and notes that manses are subject to the Construction (Design and Management) Regulations. A new section has been added on lone working by volunteers, ministers and others. Other minor changes have been made with an emphasis on the expectation that all employees, volunteers and others using buildings must co-operate in following the Health and Safety Policy.</p>
C8	Construction (Design and Management) Regulations	06/2007	Leaflet 07/2005 updated – re-written and new format.
C9	Food Safety	02/2006	Leaflet 03/2005 updated – Page 1 – extra paragraph under heading 'Food prepared in Domestic Premises'. Page 2 new section entitled '2006 Food Hygiene Regulations'.
C10	Licensing for Entertainment and Copyright	06/2007	Leaflet 02/2006 updated – New Format. Change to telephone number and e-mail for Christian Copyright Licensing. Various changes throughout remainder of document. New paragraph headed 'Church Music Recordings'.

C11	Pre-Schools	05/2005	Leaflet 04/2004 updated – Fourth paragraph on page 1 deleted. Under heading 'What Kind of Pre-School?' the words 'with or' have been deleted in paragraph one. The Children Act 1989 has been amended to Ofsted. In the second paragraph the Local Authority has been changed to Ofsted. The heading 'Registration under the Children Act 1989' has been altered to 'Registration and Inspection'. The paragraphs under this heading have been re-written. Section deleted under heading 'Personnel'. Under 'Equal Opportunities...' Children Act 1989 has been changed to legal. Under the heading 'Constitution', second paragraph, part of first sentence taken out.
C12	Employment	07/2010	Leaflet 02/2010 updated – Updates to National Minimum Wage and Statutory Maternity Leave
C13	Disability Discrimination Act 1995	03/2008	Leaflet 10/2004 updated – Removal of Churches Action on Disability (CHAD) as no longer exists.
C14	Data Protection	06/2005	Leaflet 05/2005 updated – Additions to ' <i>personal data</i> ' on page 2. Paragraphs added and deleted on page 3. Small adjustments to layout.
C15	Control of Asbestos at Work Regulations 2006 and Churches	04/2009	Leaflet 06/2006 – updated in view of new regulations. Title of leaflet slightly amended.
C16	Churches and Charity Registration	09/2009	Leaflet 07/2008 updated – Amendments are general ones to bring the leaflet up to date. The Charity Commission hopes that charity registration will now be almost complete for churches with an income over £100,000. It

			also reflects progress in the registration processes for LEPs.
C17	Help I'm a Managing Trustee	11/2008	Leaflet 06/2008 updated – Update details for contact for publications.
C18	Help I'm a Deacon	11/2008	Leaflet 10/2006 updated – Update details for contact for publications.
C19	Help I'm a Church Secretary	11/2008	Leaflet 10/2006 updated – Update details for contact for publications.
C20	Help I'm a Church Treasurer	11/2008	Leaflet 04/2008 updated – Update details for contact for publications.
C21	Churches and Land Registration	03/2006	Leaflet 12/2005 updated – Minor amendments to pages 1 and 2. Page 3 re-organised and amended.
C22	Churches and Coffee Shops	12/2006	Leaflet 05/2006 updated – Page 3 amendments to first paragraph, second column.
C23	Help We're a Small Church	11/2008	Leaflet 07/2007 – updated – New details for publications department.

C24	Church Constitutions	05/2009	<p>Leaflet 04/008 – updated – Page 7. Extra final paragraph before 'Questions' regarding signing the Constitution.</p> <p>Leaflet 12/2007 updated – To take account of the Approved Governing Document and charity registration</p>
C25	Using the Approved Governing Document	08/2008	<p>Leaflet 04/2008 updated – Additional comments to clauses 7.5, 11.4, 15.5, 15.11, 15.12.1.</p>
C26	The Approved Governing Document	04/2008	<p>Leaflet 10/2007 updated – To take account of the Approved Governing Document and charity registration.</p>
C27	Registering as a Charity Online	02/2009	<p>Leaflet 10/2008 – New final paragraph 'Statement of Registered Status'.</p> <p>Leaflet 10/2008 updated – Top of Page 2 'it includes' to 'it excludes ...receipt of a loan' etc</p>
C28	Registering as a Charity – Postal Applications	11/2008	<p>Leaflet 11/2008 – New final paragraph 'Statement of Registered Status'.</p> <p>Leaflet 10/2008 updated – Pg 6, Question D2 (b) and (c)you should tick The "No" has been deleted.</p> <p>Leaflet 09/2008 updated – Top of Page 2 'it includes' to 'it excludes ...receipt of a loan' etc</p>
C29	Churches, Charities and Incorporation	06/2010	<p>Leaflet 12/2008 – Many amendments/additions throughout leaflet.</p>
C30	Registered Charities and Public Benefit	05/2009	<p>Leaflet 02/2009 – New para, page 2 in section 'Reporting Requirements – Annual Report'. Link to an example annual report.</p>
C31	Creating a New Church or Organisation	06/2010	<p>New Leaflet</p>

LB – LISTED BUILDINGS

LB1	Introducing the Listed Buildings Advisory Committee	09/2009	<p>Leaflet 07/2008 – Updated to include reference to new B12 leaflet.</p> <p>Leaflet 03/2008 – Page 10 New contact details for South West Baptist Trust Corporation.</p>
LB2	Applying to the Listed Buildings Advisory Committee	09/2009	<p>Leaflet 03/2008 – Updated to include reference to new B12 leaflet.</p> <p>Leaflet 07/2007 – Re-written</p>
LB3	Professional Advisors and Applications to the Listed Buildings Advisory Committee	09/2009	<p>Leaflet 03/2008 – Updated to include reference to new B12 leaflet.</p> <p>Leaflet 09/2006 – New Title and re-written</p>
LB4	Building Materials and External Fittings in Listed Churches	09/2009	<p>Leaflet 03/2008 – Updated to include reference to new B12 leaflet.</p>
LB5	Looking after your Church Buildings	09/2009	<p>Leaflet 03/2008 – Updated to include reference to new B12 leaflet.</p> <p>Leaflet 09/2006 – Additions to list of leaflets and updates on addresses</p>
LB6	Listed Buildings Application Form	09/2009	<p>Leaflet 04/2008 – Updated to include reference to new B12 leaflet.</p> <p>Leaflet 03/2008 - Completely revamped.</p>

LB7	Furnishings in Listed Churches – Pews, Pulpits, Platforms, Organs, Projection Screens, Light Fittings and Sound Systems	09/2009	<p>Leaflet 03/2008 – Updated to include reference to new B12 leaflet.</p> <p>Leaflet 01/2005 - Additions to list of leaflets</p>
LB8	Photographic Recording	09/2009	<p>Leaflet 03/2008 – Updated to include reference to new B12 leaflet.</p> <p>Leaflet 11/2006 – Additions to list of leaflets</p>

F – FINANCE

Number	Title	Current Edition	Changes and Comments
F5	Taxation Guidance Notes for Churches and Ministers	12/2009	Leaflet 01/2009- Updated
F6	Accounting Guidelines on Charity Accounts with Income under £250,000 (formerly Charity Accounts under £100,000)	09/2009	Leaflet 03/2007 – Updated NEW TITLE
F7	Charity Accounts with Income over £250,000 (formerly Charity Accounts over £100,000)	09/2009	Leaflet 05/2008- Updated NEW TITLE
F8	Gift Aid	07/2005	Leaflet 04/2000 - Updated
F9	Charity Reserves	06/2005	Leaflet 12/2001 – Updated
F10	Annual Reports	05/2010	Leaflet 09/2009 - updated
F11	Church Risk Assessment	07/2007	New Leaflet
F13	Self Assessment and the Minister	01/2010	Leaflet 12/2009- Updated

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
East Midlands Baptist Trust Company Ltd	The 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 BMS International Mission Centre 24 Weoley Park Road Selly Oak Birmingham B29 6QX Telephone: 0121 472 4986
London Baptist Property Board	London Baptist Association 235 Shaftesbury Avenue London WC2H 8EP Telephone: 020 7692 5592
North West Baptist Association	Baptist Union Corporation Ltd Baptist House PO Box 44 129 Broadway Didcot Oxfordshire OX11 8RT Telephone: 01235 517700
South West Baptist Trust Corporation	South West Baptist Trust Corporation Wonford Baptist Chapel 36-38 Wonford Street Exeter Devon EX2 5DL Telephone: 01392 433533
Yorkshire Baptist Association	Baptist Union Corporation Ltd Baptist House PO Box 44 129 Broadway Didcot Oxfordshire OX11 8RT Telephone: 01235 517700
West of England Baptist Association	West of England Baptist Association The Old Forge Broom Hill Stapleton Bristol BS16 1DN Telephone: 0117 965 8828

As at Jan 2010

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 Baptist Union Corporation Limited 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 at the Baptist Union Corporation, 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 Baptist Union Corporation staff also deal with churches that are in trust with the East Midland Baptist Trust Company Limited, the North Western Baptist Association (Incorporated), and Yorkshire Baptist Association.

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 has been included.

If you have private trustees they too should be consulted as appropriate.

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