



## **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	Former No
C01	<a href="#">Charity Legislation and Churches</a>	December 2019	C06
C02	<a href="#">Creating a New Church or Organisation</a>	December 2019	C31
C03	<a href="#">Church Constitutions</a>	December 2019	C24
C04	<a href="#">Approved Governing Document</a>	August 2017	C26
C05	<a href="#">Using the Approved Governing Document</a>	December 2019	C25
C06	<a href="#">Churches and Charity Registration</a>	December 2019	C16
C07	<a href="#">Registering as a Charity Online</a>	December 2019	C27
C08	<a href="#">Registering as a CIO Online</a>	December 2019	
C09	<a href="#">Registered Charities and Public Benefit</a>	June 2018	C30
C10	<a href="#">Churches and Change of Name</a>	June 2018	C35
C11	<a href="#">Churches, Charities and Incorporation</a>	March 2019	C29
C12	<a href="#">Using the Charitable Incorporated Organisation Precedent Document</a>	August 2017	
C13	<a href="#">Writing Minutes</a>	April 2019	
C14	<a href="#">Church Handbook (Optional Extra)</a>	June 2013	C37
C15	<a href="#">Help I'm a Charity Trustee</a>	May 2018	C17
C16	<a href="#">Conflicts of Interest</a>	December 2017	
C17	<a href="#">Serious Incident Reporting</a>	November 2019	
C20	<a href="#">Help We're a Small Church</a>	June 2017	C23
C21	<a href="#">Church Life Risk Assessment</a> <i>(title slightly amended)</i>	June 2017	F11
C22	<a href="#">Church Life Risk Assessment Template</a>	June 2017	---

## LEGAL

No	Title	Edition	Former No
L01	<a href="#">Churches and Community Partnerships</a>	February 2016	C03
L02	<a href="#">Pre-Schools</a>	May 2018	C11
L03	<a href="#">Churches and Coffee Shops</a>	January 2019	C22
L04	<a href="#">Church Amalgamation</a>	May 2019	C04
L05	<a href="#">Ecumenical Sharing Agreements</a> <i>(title slightly amended)</i>	January 2019	C05
L06	<a href="#">Guest Congregations</a>	June 2013	C33
L07	<a href="#">Church Closure</a>	November 2018	C02
L08	<a href="#">Employment</a>	April 2017	C12
L09	<a href="#">Christian Ethos Audit</a>	June 2013	C28
L10	<a href="#">Health and Safety and Fire Precautions</a>	January 2019	C07
L11	<a href="#">Control of Asbestos at Work Regulations 2012</a>	July 2018	C15
L12	<a href="#">Churches and Disability Issues</a>	July 2017	C13
L13	<a href="#">Data Protection</a>	October 2019	C14
L14	<a href="#">Licensing for Entertainment and Copyright</a>	July 2016	C10
L15	<a href="#">Legacies to Local Baptist Churches</a>	July 2018	C09
L16	<a href="#">Legal Liability of Church Members in a Baptist Church</a>	January 2017	----
L17	<a href="#">Legal and Operations Team – Regulatory Information</a>	November 2019	----

## LISTED BUILDINGS

No	Title	Edition	Former No
LB01	<a href="#">Introducing the Listed Buildings Advisory Committee</a>	February 2016	LB01
LB02	<a href="#">Applying to the Listed Buildings Advisory Committee</a>	March 2015	LB02
LB03	<a href="#">Professional Advisors and Applications to the Listed Buildings Advisory Committee</a>	March 2015	LB03
LB04	<a href="#">Listed Buildings Application Form</a>	January 2019	LB06
LB05	<a href="#">Listed Places of Worship Grant Scheme</a>	March 2015	LB09
LB06	<a href="#">Looking After Your Church Buildings</a>	March 2015	LB05
LB07	<a href="#">Buildings Materials and External Fittings in Listed Churches</a>	March 2015	LB04
LB08	<a href="#">Furnishings in Listed Church Buildings (title slightly amended)</a>	March 2015	LB07
LB09	<a href="#">Photographic Recording</a>	March 2015	LB08
LB10	<a href="#">Considering Changes to Church Seating</a>	September 2018	

## MONEY FOR BUILDING

No	Title	Edition	Former No
M01	<a href="#">Loans to Churches</a>	September 2019	B06
M02	<a href="#">Loan Fund Application Form</a>	September 2019	B10
M03	<a href="#">Guidance Notes for completing the M02 Loan Fund Application Form</a>	September 2019	B10A
M04	<a href="#">Loan Fund Application Form for Manse Purchases</a>	September 2019	A10
M05	<a href="#">Guidance Notes for completing the M04 Loan Fund Application Form for Manse Purchases</a>	September 2019	A10A
M06	<a href="#">Grants for Building Work</a>	April 2019	B14
M07	<a href="#">Short Term Loans for Churches</a>	September 2019	

## PROPERTY

For Churches			
No	Title	Edition	Former No
PC01	<a href="#">Churches and Land Registration</a>	July 2018	C21
PC02	<a href="#">Boundaries, Fences, Hedges and Problems</a>	August 2017	C32
PC03	<a href="#">Five Year Inspection Reports – Church Buildings</a>	June 2019	B12
PC04	<a href="#">Redeveloping or Altering Church Premises</a>	March 2017	B04
PC05	<a href="#">Construction (Design and Management) Regulations 2015</a>	June 2015	C08
PC06	<a href="#">Redeveloping or Building Church Premises – Contract Procurement – The Alternatives</a>	June 2013	B13
PC07	<a href="#">Burial Grounds</a>	June 2019	C01
PC08	<a href="#">Buying Land or Premises for a Church</a>	January 2019	B02
PC09	<a href="#">Selling Church Land or Premises</a>	January 2019	B03
PC10	<a href="#">Hiring of Church Premises</a>	September 2017	B05
PC11	<a href="#">Churches and Leases</a>	January 2019	B11
PC12	<a href="#">Redundant Churches List</a>	October 2019	BUC2
PC13	<a href="#">VAT and Church Buildings</a>	October 2018	
PC14	<a href="#">Church Car Parks</a>	April 2019	

For Manses			
No	Title	Edition	Former No
PM01	<a href="#">Buying a Manse</a>	January 2019	A02
PM02	<a href="#">Selling a Manse</a>	January 2019	A03
PM03	<a href="#">Shared Ownership of a Manse</a>	January 2019	A04
PM04	<a href="#">Letting a Manse</a>	August 2019	A05
PM06	<a href="#">Manse Occupancy</a>	March 2019	----

## TRUSTS

<b>No</b>	<b>Title</b>	<b>Edition</b>	<b>Former No</b>
<b>T01</b>	<a href="#">Baptist Trusts – Beginnings and Patterns</a>	June 2013	Part B01
<b>T02</b>	<a href="#">Modern Model Trusts</a>	June 2013	Part B01
<b>T03</b>	<a href="#">Appointing Property Trustees – Baptist Trust Corporations</a>	January 2019	Part B01
<b>T04</b>	<a href="#">Ultimate Trusts – Recycling Money for Mission</a>	June 2013	----
<b>T05</b>	<a href="#">Fuller Trusts</a>	June 2013	B07
<b>T06</b>	<a href="#">Fairbairn Trusts</a>	June 2013	B08
<b>T07</b>	<a href="#">Baptist Trusts for Churches 2003</a>	June 2013	B09
<b>T08</b>	<a href="#">Manse Trusts</a>	June 2013	A01
<b>T09</b>	<a href="#">KingsgateTrusts</a>	June 2013	A06
<b>T10</b>	<a href="#">Holborn Trusts</a>	June 2013	A07
<b>T11</b>	<a href="#">Baptist Trusts for Manses 2004</a>	June 2013	A09

Association Trust Company	Contact
<b>Baptist Union Corporation Ltd</b> <b>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 BMS Birmingham 24 Weoley Park Road Selly Oak Birmingham B29 6QX Telephone: 0121 472 4986
<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 and Yorkshire Baptist Association (Incorporated). All queries relating to property held on trust by the YBA should, in the first instance, be addressed to the YBA Trust Officer, Ann Chesworth.

**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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