

Past issues are available at www.baptist.org.uk/transform

Ministry Matters

Contributed by the Ministries Team at Baptist House
(ministries@baptist.org.uk)

Churches' Ministerial Counselling Service

You may not be aware but Baptists Together, along with a number of other denominations, provides subsidised professional counselling for ministers, their spouses and adult family members living with them, through the Churches' Ministerial Counselling Service. The service is totally confidential and can be accessed via the website www.cmincs.net

Finance Matters

Contributed by the Finance Team at Baptist House
(financeoffice@baptist.org.uk)

Subscriptions

Thank you to all who have already paid their subscription for 2018 or set up a direct debit to do so. Should you have any queries in relation to your subscription, please contact subscriptions@baptist.org.uk

Payments to Baptists Together

Our family branding of 'Baptists Together' encompasses the Baptist Union, Regional Baptist Associations and Baptist Colleges. We are proud to promote this wherever we can on

our letterheaded paper, social media and literature. However, there is no organisation called 'Baptists Together' so it is important that cheques written should be made payable to the 'Baptist Union of Great Britain' to enable us to bank them.

Please also be aware that the Baptist Union of Great Britain (BUGB) and the BMS World Mission (BMS) are separate charities, so if you wish to give money to both organisations, please make separate payments. Mail should be addressed as follows:

- » **Baptist Union of Great Britain**
PO Box 44, 129 Broadway
Didcot, Oxfordshire OX11 8RT
- » **BMS World Mission**
PO Box 49, 129 Broadway
Didcot, Oxfordshire OX11 8XA

If you wish to save postage, we can pass letters or cheques on to BMS, but please put it in a separate sealed envelope marked for BMS within the letter/parcel.

Garfield Weston Anniversary Fund for Capital Projects

As 2018 marks 60 years of grant-making by the Garfield Weston Foundation they have set up a special Anniversary Fund that is open to applications until 30 June 2018. Capital grants between £30,000 and £150,000 are available to UK registered charities, places of worship and

state schools. For more information, including a quick quiz to check your church's eligibility, please go to <https://anniversary.garfieldweston.org/weston-anniversary-fund>

Guideline leaflet M06 Grants for Building Work (www.baptist.org.uk/resources/M06) has been updated to include this information.

HR and Safeguarding Matters

Contributed by the HR and Safeguarding Team at Baptist House
(safeguarding@baptist.org.uk)

Data Protection and Safeguarding Information - coming soon

A new guide to the handling and storage of safeguarding information in churches will be available soon. Complying with the new GDPR regulations requirements, the guide will provide information for those with particular responsibility for recording and monitoring safeguarding concerns. Download this new resource from www.baptist.org.uk/gdprsafeguarding

Safeguarding Materials for Children's work

To complement the new level 1 Excellence in Safeguarding film, a set of Sunday school lessons for three different age ranges is now available. Each lesson takes approximately

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Baptists Together Deposit Accounts

Baptist member churches with savings and reserves are encouraged to lodge these in a Baptists Together Deposit account.

These accounts, provided by the Baptist Union Corporation Limited, offer a competitive rate of interest to depositors. They also provide funds which are used to make loans to finance the purchase of new church sites and manses and fund the construction of new churches, as well as redevelopment and improvement projects. Such projects help churches to develop their mission in their community and it is a fantastic way for churches with surplus funds to support mission across the Baptist family.

Rates for 2018

1.25% interest
on 1 year fixed rate deposit

0.85% interest
on 3 month notice account

0.6% interest
on 7 day notice account

(all rates subject to regular review)

For more information visit

www.baptist.org.uk/depositaccounts



one hour to deliver and is a mix of bible study and activities. They can be found at www.baptist.org.uk/safeguarding_sunday_school

Trustee Safeguarding Obligations

The Charity Commission has recently published new guidance for charities in relation to their safeguarding obligations. This is a useful read for all charity trustees and can be found at <http://bit.ly/2iXKAA2>.

DBS checks for Holiday Clubs

Is your church running a holiday club or Holiday At Home event this year? Don't forget to make an early start on the DBS checking process for all those who will be leaders and helpers. Some points to remember:

- » Any leader or helper who has a current DBS check in place for other work with children or adults at risk will not need a new check if the current one is still in date.
- » A check done by another organisation, eg for a teacher or a nurse, will not be valid for church work unless the individual is registered with the update service.
- » You don't need to carry out DBS checks for 16 or 17 year olds helping with holiday clubs, but remember that they must be supervised at all times and do not count towards your supervision ratios.

For more information on who needs to be checked, please go to our DBS guidance note using the following link: www.baptist.org.uk/resources/DBS_checks

Pension Scheme Matters

Contributed by Mark Hynes on behalf of Baptist Pension Scheme (pensionshared@baptist.org.uk). Please note that the Baptist Pension Scheme is operated by Baptist Pension Trust Limited, a separate legal entity from BUGB. See www.baptistpensions.org.uk for more details on the scheme.

Employer Covenant online questionnaire

Thank you to the great majority of churches which have completed the 2017 online questionnaire and submitted a copy of their accounts. Any churches which have not yet provided the required information,

are reminded that non-compliance means your church is breaking the law. Please check with your church Secretary/Treasurer that the return has been submitted.

Baptist Pension Scheme Member Nominated Directors

A nomination process for the appointment of two BPS Member Nominated Directors was held in the Autumn of 2017. This process was required due to the ending of the three year terms of office of Jon Spiller and Peter Dick, both of whom indicated their willingness to serve a further three years if required. There were no new names nominated, so the Trustee Board has confirmed the re-appointment of Mr Spiller and the Revd Dick. The Board is grateful for their willingness to continue to serve the Baptist family in this way.

2016 Scheme triennial valuation

The Trustee Board continues to work closely with BUGB and the Employers' Group to finalise the valuation and new scheme recovery plan. Further information will be available in the first half of 2018.

Baptist Pension Scheme Employers' Group

Contributed by Malcolm Broad, Moderator of the Baptist Pension Scheme Employers' Group, a group established to represent the interests of employers in the scheme. The employer's group can be contacted at employers.group@baptist.org.uk

Roadshows Feedback

Over 750 people attended the recent regional pension roadshows, including those who watched the webinar on the BUGB website, which is still available for anyone who was not able to attend a roadshow - <https://youtu.be/65xXkpFH3Yk>

Many thanks to those of you who completed a feedback questionnaire, the results of which have certainly influenced the Employers' Group (EG) proposals to the Baptist Pension Trustee. The EG has been working hard on an ambitious 'Family Solution' aimed at eradicating the pension deficit within 10 years. It is hoped the recovery plan will soon be agreed between BUGB/EG and the Trustee.

Employer Covenant Information

An important part of the recovery plan is the strength or otherwise of what is called the Employer Covenant, ie, the ability of churches to pay the deficit contributions. The Trustee has recently written to churches stating it will share details of individual church pension liabilities with the EG. This information is vital to the EG to help identify where the covenant is strong and where it may be weak. Please give this matter your support.

Legal News

Contributed by the Legal and Operations team at Baptist House (buc.corp@baptist.org.uk)

Data Protection and GDPR

If a church holds personal data, either on a computer or in a paper-based filing system, it must follow the rules set out in the Data Protection Act and, from 25 May 2018, the new General Data Protection Regulations (GDPR). Guideline leaflet L13 Data Protection (www.baptist.org.uk/resources/L13) explains the new GDPR requirements and a template Data Protection policy for churches is provided.

We now have a designated email address for data protection queries: dataprotection@baptist.org.uk.

BUGB incorporation as a CIO

The consultation period for the proposed BUGB CIO Constitution closed on 31 January 2018. A number of helpful responses were received and reviewed by the BUGB Trustee CIO sub-committee. A summary of these responses and replies from the sub-committee is available on the www.baptist.org.uk/cioconsult webpage, together with the revised CIO Constitution and the Resolutions to be put to the Assembly on 12 May 2018.

New Conflicts of Interest guideline leaflet

A new guideline leaflet C16 Conflicts of Interest (www.baptist.org.uk/resources/C16) has been published. A church's charity trustees have a legal duty to act in the best interests of the charity. When a trustee has a personal or professional connection which might create a conflict of interest, they must declare this. It is then the responsibility of the trustee

group to manage the situation. This leaflet offers further guidance on this issue.

Automatic Disqualification of Charity Trustees

From 1 August 2018 changes to the automatic disqualification rules mean that there will be an increase in the number of legal reasons that disqualify someone from acting as a charity trustee. Guideline leaflet C15 Help I'm a Charity Trustee (www.baptist.org.uk/resources/C15) has been updated with detailed information about these changes.

Tax News

Contributed by Philip Cooke FCA, our Honorary Tax Adviser (philipjcooke@aol.com). Please check www.baptist.org.uk/treasurers for the latest updates and links to all of the relevant guideline leaflets for more detailed advice.

Form P11D Expenses and Benefits Return

Treasurers will be aware that the former 'P11D dispensation' has been replaced by a 'statutory exemption' in respect of those kind of 'tax allowable' expenses which would previously have formed part of a dispensation, so that in many situations completion of a form P11D will not be necessary. However, a form is required in respect of any minister/employee receiving benefits and expenses which do give rise to a tax liability and these forms need to be submitted to HMRC by 6 July following the tax year in question. A copy also needs to be handed to the employee. Some benefits also give rise to a Class 1A NIC charge and require completion of an additional form P11D(b) and payment of the amount due. Further guidance can be found at section 3 of guideline leaflet F06 Taxation Guidelines for Churches and Ministers (www.baptist.org.uk/resources/F06) and in HMRC's P11D Guide and Booklet 480.

Please do remember that the 'annual value' of manse accommodation provided 'for the better performance of a minister's duties' (including payment of related council tax and water charges) is exempt from tax and does not have to be shown on the form P11D. Likewise, manse heating and lighting expenses relating to personal use which have been 'payrolled' through the PAYE system do not have to be shown on the form P11D.

Leasing a minister-owned property to a church for use as a manse

The vast majority of churches own a residential property which is made available to a minister for use as a manse, but there are occasions where this may not be possible, perhaps due to a lack of funds, or because there is more than one minister, or the property is not suitable for a particular minister/family. In some cases, a minister may be in the position to acquire a property which could then be leased to the church, thus allowing the church to obtain an interest in the property and so enabling it to provide accommodation to the minister for the better performance of his/her duties.

As indicated above, the benefit of this provided accommodation, and of the payment by the church of the associated council tax and water charges, does not give rise to a taxable benefit or charge to NICs, though the rental received under the lease will be chargeable to tax in the hands of the minister (and spouse, if the property is jointly owned), but subject to any allowable reliefs for loan interest and property maintenance expenditure. It is, however, important to understand that if a property is not leased to a church, it will not then be accommodation provided by the church, and any housing allowance paid by the church, in lieu of accommodation, will be chargeable to income tax and NICs as additional 'pay'. See also sections 1.4–1.6 of the guideline leaflet F06 Taxation Guidelines for Churches and Ministers (www.baptist.org.uk/resources/F06) and a more detailed note is also

available on request to philipjcooke@aol.com

Payments to Interim Minister

The appointment by a church of an 'interim minister' in order to avoid the occurrence of a pension fund 'cessation event' involves payment to the minister of a nominal stipend of £500 pa. Where a church does not have an active PAYE scheme, it is suggested that, for practical purposes, such payments might be dealt with as casual fees which would then need to be included in the minister's tax return.

Capital gains tax relief in respect of a private residence

Where a minister who resides in job-related living accommodation (ie a manse) also has an interest in a dwelling house which he/she intends to occupy in due course as his/her only or main residence, the private residence CGT provisions will apply to that dwelling-house as if it were actually occupied as a residence during the period in which the intention to occupy it exists. It may be that due to a change in circumstances a minister does not actually occupy that dwelling-house as intended, but provided it was always the intention to occupy it, the private residence relief will be available. If, however, the intention to occupy that dwelling house ceases it will no longer be treated as a private residence. A formal nomination of the property as the main residence is not required unless the individual (or spouse) owns a second or further residence.

'Manse Allowance'

The 'manse allowance' (currently £6,000 pa) is a figure which has been agreed for the purpose of computing 'pensionable income' for contribution and benefit purposes in the Baptist Pension Scheme. It is not intended as an indicator of the appropriate rental in respect of a minister-owned property leased to a church, or the level of housing allowance to be paid in lieu of the provision of a manse – both of which will depend upon the circumstances of a particular case.

These notes are offered to provide general information for Baptist churches. We hope they will be helpful in highlighting new guidance and providing reminders about other important matters relating to the life of a local Baptist church. Although every effort is made to ensure that the information is correct at the time of publication, we make no representations, warranties or guarantees (whether express or implied) that the information is accurate, complete or up-to-date. Further, these summary notes are not intended to amount to advice on which you should rely and cannot be a substitute for formal professional or specialist advice. We do not assume and will not be liable to any party (who has either taken or refrained from taking action in reliance on these notes) for any loss or damage caused by errors or omissions, whether resulting from negligence or any other cause. If you want to ask detailed follow-up questions, please contact us through the Baptist Union website.