

BUC GUIDELINES

C31 Creating a New Church or Organisation

(02/2012)

These notes are offered as guidelines by The Baptist Union Corporation Limited to provide information for Baptist churches.

These notes can never be a substitute for detailed professional advice if there are serious and specific problems, but we hope you will find them helpful.

If you want to ask questions about the leaflets and one of the Baptist Trust Companies are your property trustees, you should contact them. They will do their best to help.

If your church property is in the name of private individuals who act as trustees they may also be able to help.

NEW CHURCHES – NEW CHARITIES – NEW ORGANISATIONS

Most of us belong to at least one organisation. It may be a sports club, choir, or our local Baptist church. Our joining did not change the way it was run. Making formal changes is exceptional and can take a long time, so it only happens when there is a good reason.

However, when a new organisation is being formed important decisions need to be taken about the way it will be structured and how it will operate in future. Should it be a charity, a commercial company, a charitable company, part of a local church or wider ecumenical or mission network? Is it an organisation with religious aims, or does it have other purposes and objectives? The questions will be different for an existing organisation rather than a new one, but many of the same important questions need to be asked.

This leaflet will provide information about forming a new organisation, the questions to ask, and the options available. We will point out precedent documents that might be useful, but some legal and financial advice will need to be obtained. New church congregations may consider adopting an established precedent document but it may require amendment. Other projects may want to adopt a different model. Much depends on the shape of the new project and the ideas of the people who promote it.

This leaflet asks questions, to help you identify some difficult issues. A small group can have a shared idea but they may not realise that they expect to organise related tasks differently. The questions are deliberately pointed because it is important that any new organisation begins well. Misunderstanding and disappointment may seem to be a long way off in the enthusiasm of a new idea, but working to create a clear structure can help to avoid problems later. Documents will be needed, and writing them is an important task. It is more than paperwork. It is capturing ideas and providing a framework that will enable the new church or organisation to be effective and grow. It is an opportunity to be creative. It is an opportunity to do good work now that will avoid legal, financial, and relationship problems later.

WHY CREATE A NEW ORGANISATION?

The idea for creating a new organisation may come from an individual who wants to pursue a dream. They may want to leave their current job to develop a new concept, using skills that may have been un-noticed or under developed when working for another organisation. They may have identified a

particular need and plan to meet that need. They may want to form an organisation from scratch, hoping for a framework and culture that is flexible and dynamic, allowing creative ideas to develop and grow easily.

An individual may have been working on a project alone and recognise that they need support to enable the work to expand. Creating an organisation might bring credibility in their local community, and enable more people with a mix of skills to be brought together to help the project.

A new organisation may be formed when it is realised that good work that is being done informally needs to be shaped and expanded so that it can draw in financial resources to enable it to grow. The quantity of work that is already being done may mean that different structures and management are needed.

Perhaps a new branch of an existing work is starting. This could be a new church or scout group in a new housing development where there has never been a community before. It may not be a totally new concept but it needs to have a new local identity so it can be recognised, not least so that bank accounts can be opened, equipment bought and premises rented.

Sometimes new organisations are formed when a strategic decision is taken to split an existing organisation so that two areas of work can flourish. Dividing can benefit each part allowing each to be led more effectively with a clearer focus for its work. Perhaps a local church started a toddler group but later it becomes a pre-school operating 5 days each week with a significant income and several employees. The need to take decisions about the pre-school and the church becomes too much work for one group so creating a separate organisation for the pre-school may help both. New leaders can bring time, energy, and expertise to the pre-school with church leaders freed to focus on other church work. There are issues to consider about the relationship between the two bodies, but it can be a good thing to do.

A different kind of organisation may be needed because the existing legal framework is no longer sufficient because the scope and complexity of the project has changed.

EARLY QUESTIONS? DIFFICULT QUESTIONS?

There are some questions to ask about any new organisation. Considering these questions will help you to think about the issues and avoid problems later. Read all of them and then go back and give more attention to areas where there is uncertainty.

- What will the organisation do?
- What are its aims and how does it expect to fulfil them?
- Is it necessary to form a new organisation or could the work be done as part of an existing organisation? Could two small organisations merge?
- Is it really a new idea or will the work run in competition with another project? Is this helpful?
- Is this one person's dream, for which they hope to receive support?
- Is there a group of people who already know each other and want to work together to develop a shared project?
- Will there be employees?
- Who will they be?
- Is the person who had the initial idea assuming they will have the first full time paid post?
- Does everybody else share this assumption?
- Are they the best person for the role?
- Is it assumed that the first employees will be chosen from among the people who have supported the idea of forming the organisation and contributed funds?
- How will your expectations fit into a normal recruiting process?
- What about money?
- Is there an established source income?
- Is it expected that a group of people or other organisations will contribute funds?
- Will the organisation's first task be to seek financial support?

- What ideas do the promoters have about the way they want to organise the work?
- What about management structures?
- What about management style?
- Try drawing a diagram to illustrate how it is expected to work.
- What will be the key relationships?
- Who will be in charge?
- Where does responsibility rest for day to day matters?
- What about strategic long term decisions?
- Is it right to say that structures and organisation don't matter and that a group can let the work develop over time? Would this tend to produce flexibility or misunderstandings?
- Is the person who promoted the initial idea the best person to build new relationships with partners, or manage staff?
- Is the person who had the initial idea looking forward to working with people who will always agree with their plans?
- Does this help or hinder the long term development and health of the organisation?
- What will happen later when the 'founder's' ideas are reshaped by a larger organising group?
- Should the work begin quietly and slowly or will it begin with a big publicity campaign about their activities? How will resources be matched with demand?
- Will the organisation have a distinctive ethos?
- Is it expected to be supported by individual Christians, by churches, or by the wider community? Will it be linked with a local Baptist church? Will it be run by Christians?
- Is this possible? Is this appropriate?
- What if external grant making bodies want to have a place on management committee and suggest changes to the way the organisation operates?
- If the organisation is created with a Christian ethos then how will this be preserved in future?
- Can you prepare a statement to explain the ethos?
- Will the organisation always serve a particular local community? If this is important then this needs to be part of the core structure from the start.
- Will the organisation be a charity?
- Are the aims of the organisation compatible with charity status?
- Is another kind of organisation more suitable?
- What are the risks for those running the organisation? Leaders may need to safeguard themselves against financial claims against their personal assets.
- Is the activity unusually challenging creating a higher than normal risk of criticism and negligence claims. It may be more risky to run a counselling centre or an organisation offering care to children or vulnerable adults than a poetry reading club.

WHAT ARE THE ADVANTAGES OF BEING A CHARITY?

Organisations aspire to be charities for many reasons, here are some of them:-

- Charities are generally highly respected in the community.
- Grants and funds can be available to charities that might not be available to other kinds of organisations.
- An existing charity can more easily support other charities, but not necessarily other kinds of organisations. For a new organisation hoping to receive support from local Baptist churches it would be important to understand that it would be easier for the Charity Trustees (leaders) to make a donation to another charity with similar aims. They would need to think carefully about using their charity's funds to support an organisation, however useful, that was not a charity. A church sending a nominal donation might not be a problem, but a larger payment may not be so straightforward.
- Charities can receive the benefit of Gift Aid on donations, which increases the charity's income.
- Charities receive some other allowances, eg churches have relief from the payment of full rates on places of worship. However these are often subject to change, and would need to be checked separately.

- Some suppliers of goods will sometimes give a discount to charities that they would not offer to any other organisation.

CAN ALL ORGANISATIONS BE CHARITIES?

No – not all activities are charitable. The law on charities is old but the 2006 Charities Act defined the activities that could in future be regarded as charitable.

A charity is therefore an organisation whose aims and objectives are identified as being charitable. To quote from the Charity Commission website

“Charitable purposes’ are those that fall within the descriptions of purposes capable of being charitable set out in the Charities Act 2006 and that are for the public benefit. Purposes capable of being charitable include those purposes that the law previously recognised as charitable, as well as new purposes which may be recognised as the law develops.”

The Charities Act 2006 sets out the following descriptions of purposes that are charitable:

- (a) the prevention or relief of poverty;
- (b) the advancement of education;
- (c) the advancement of religion;
- (d) the advancement of health or the saving of lives;
- (e) the advancement of citizenship or community development;
- (f) the advancement of the arts, culture, heritage or science;
- (g) the advancement of amateur sport;
- (h) the advancement of human rights, conflict resolution or reconciliation or the promotion of religious or racial harmony or equality and diversity;
- (i) the advancement of environmental protection or improvement;
- (j) the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantages;
- (k) the advancement of animal welfare;
- (l) the promotion of the efficiency of the armed forces of the Crown or of the police, fire and rescue services or ambulance services;
- (m) other purposes recognised as charitable under the existing law and any new purposes which are similar to another prescribed purpose.

The information is in a Charity Commission guideline booklet / online guidance

CC21 Registering as a Charity

<http://www.charitycommission.gov.uk/Publications/cc21.aspx>

By following the link above to the Charity Commission leaflet CC21 Registering as a Charity you can find a commentary on each of these headline purposes. The link within the CC21 document is in paragraph 6, but otherwise the link below will take you to the right section.

http://www.charity-commission.gov.uk/charity_requirements_guidance/charity_essentials/public_benefit/corcom1.aspx

LEGALLY – WHAT KINDS OF ORGANISATIONS ARE POSSIBLE?

There are some specific requirements that relate to charities, but all organisations need a recognised legal structure.

The main forms of organisation are listed below with a brief explanation of what they are and how they work, with more information later about how they are formed.

1. An Unincorporated Association

This is the model usually used for a local Baptist church but it has also been a model used for village halls, sports clubs and some small scale projects like a pre-school or lunch club. It is fairly straight forward in terms of administration, accounting and reporting requirements. Its governing document is usually a Constitution (sometimes just called Rules).

It can easily accommodate a clear role for members or supporters, with a strong emphasis on mutual accountability and shared responsibility. The supporters or members will appoint an organising group or managing committee, who will deal with most of the day to day administration and act as representatives of the whole group but will refer to the members or supporters for major decisions. The organising group may have various titles, in a Baptist church they will often be the deacons or elders, other organisations might have a management committee. For unincorporated organisations that are charities the organising group would be identified, in charity law, as the Charity Trustees.

This kind of organisational structure has some disadvantages that need to be considered carefully.

The leaders or managing committee (or if it is a charity, the Charity Trustees) carry important responsibilities. In local Baptist churches these are the familiar responsibilities of serving as a deacon, elder, minister, secretary or treasurer. Working together and checking with the church members before taking major decisions has meant that unmanageable risk is avoided and expenses are paid from church funds. The potential for personal liability is real but does not create a problem because of a strong culture of accountability. Similar patterns would safeguard other unincorporated organisations. However, the potential personal liability can be a concern and might discourage individuals from accepting responsibility especially if the activities were more risky, or the funding arrangements more complex or uncertain.

An unincorporated association does not have its own 'legal personality.' A person can enter into contracts, and make binding legal agreements. An unincorporated organisation maintains its relationships with others through the work done by its organising committee, and often acts through its treasurer and secretary as its representatives. They will often sign documents and make purchases in their own names, but they will be acting on behalf of the organisation. Provided there are sufficient funds in the general accounts and the individuals only act with appropriate authorisation this can work well.

If the unincorporated organisation is a charity it will probably need to be registered with the Charity Commission. Annual Reports and Accounts will need to be submitted in the required format, but whether the organisation is a charity or not, as good financial records and a regular review of activities is essential.

2. A Trust

This is very like an unincorporated organisation, and is perhaps more likely to be created where one person has a lot of resources that they want to set aside for particular projects or to offer grants. Trusts are often applied to land and property.

A trust is created by a trust deed. A trust cannot own land or sign documents in its own name. It needs to provide for holding or custodian trustees if it is planned that the charity will own or lease land. It may be appropriate to establish a trust where:

- The organisation is not going to rely on a membership for any part of its administration or
- The organisation is to be a grant-making body only or
- Land and buildings are to be held on trust for permanent use for the purposes of the charity or
- There is to be a restriction on spending capital.

A trust deed is a formal document which may need to be completed and executed by a solicitor. The Charity Commission recommends standard provisions for this type of governing document.

3. A Company

This is an incorporated organisation. The organising group will be the Directors of the Company. It will have a set of governing documents called a Memorandum and Articles of Association. It will have the advantage of having its own legal identity and being able to enter into contracts in its own name. The Directors will have statutory powers and responsibilities. The reporting and accounting requirements will be defined by statute but are not unduly complicated.

It is possible to form a company with a supporting group of members or shareholders, who will have a role, probably at the Annual General Meeting, and in appointing or removing directors. Sometimes there is no role for a supporting group so that once appointed the directors appoint their successors. These variations will be recorded in the company documents.

The directors will very rarely have a personal liability. However, this is a privilege and in return the directors are subject to a stronger set of statutory requirements. These need not be onerous, especially if the organisation takes regular professional advice from an accountant or solicitor, or other suitably qualified person. For example, the accounts will need to be presented in the correct format, but most companies would appoint an accountant who would undertake this task. The Directors of the company must ensure that the company operates properly and must not be reckless or negligent if they are to retain the privilege of limited liability.

All companies have to send their accounts to the Companies Registry who will also need to know details of the directors of the company. The official address where a person should write to the company needs to be publicly known, it is called the registered office.

Some organisations may want to be both incorporated and be a charity. This is possible but they will be registered with both the Charity Commission and the Companies Registry. Again the annual reports and accounts will need to be in a format required for both charity law and company law purposes and filed with both the Companies Registry and the Charity Commission.

4. A new kind of organisation called a Charitable Incorporated Organisation.

This is expected to be a more convenient model for charities since it will only be necessary to submit accounts and a report to the Charity Commission. It should have the advantages of incorporated status and limited liability for trustees but with less administration. It is only available to charities.

The Charities Act 2006 created the legal framework for this new type of charitable incorporated structure. It is anticipated that they will provide the benefits of a Company structure whilst only reporting to the Charity Commission. Some aspects of administration will be simplified and it is anticipated that they will be able to hold some kinds of property in their own name. New regulations are necessary for these statutory procedures to be implemented – these are not expected until spring 2011 – although they could be later.

A Charitable Limited Company must comply with all aspects of charity law and company law. A Charitable Incorporated Organisation will only be accountable to the Charity Commission. A Charitable Incorporated Organisation will avoid the problems of dual regulation by the Charity Commission and Companies House because it will be subject to charity law but not company law.

There is general information on the Charity Commission website – a key link to it is:

http://www.charity-commission.gov.uk/Start_up_a_charity/Do_I_need_to_register/CIOs/default.aspx

The Charity Commission listed the likely advantages, these are summarised here:-

- A simpler registration process.
- More straightforward accounting and reporting requirements.
- A clear structure and legal personality.

- Lower costs.
- Simpler constitutional form, with easier arrangements for merges and other changes.
- Clear duties for directors and an enforcement regime that does not penalise the charity for the conduct of its directors.
- The possibility to hold some land in its own name.

Draft documents were produced, and have been subject to consultation. The final versions are not available.

We are hopeful that these new structures will be helpful to new organisations or churches. At this stage we are not convinced that the expected benefits of a simplified set of arrangements will be achieved, but we await the information to be issued by the Charity Commission. As already mentioned, new precedent documents and regulations are expected in early 2012, but the process of creating them is complex so there may be a delay.

The arrangements need to be rigorous, to ensure that the individuals who accept appointment as trustees of a Charitable Incorporated Organisation recognise the responsibilities that underpin the privilege of limited liability.

5. A Community Interest Company

This is a special kind of organisation that enables a project to be linked to a specific community – it is not a charity but a charity can apply to register a charitable interest company as a subsidiary organisation. They can run trading enterprises to support deprived communities in the UK or abroad, run a business to generate profits that benefit the community, or by providing services to the community. Its structure is designed to be flexible and to provide an alternative to charities and industrial and provident societies.

It will be organised in ways that are the same as a limited company – because it will be a special kind of company and still registered at Companies House. It will also be accountable to the Community Interest Company Regulator, and independent public official. It will be the Regulator who decides if a Community Interest Company can be formed and will oversee its continuing activities.

The website of the Regulator of Community Interest Companies is <http://www.cicregulator.gov.uk>.

HOW IS A NEW ORGANISATION STARTED?

All organisations need a Governing Document that sets out the purpose of the charity and includes sufficient detail about the way the charity should operate. There are various kinds of organisation but the term Governing Document will apply to the initial document that creates the organisation and defines its legal structure. It will describe the aims of the organisation, how appointments are made, and the way key decisions should be taken.

- For an Unincorporated Organisation this is usually a Constitution or Rules, or Governing Document.
- For a trust it is called a Trust Deed.
- For a Company, it is a set of Memorandum and Articles of Association.
- The documents for a Charitable Incorporated Organisation are not yet available.
- The documents of a Community Interest Company are also called a Memorandum of Association and Articles of Association.

There will be an informal phase before the organisation is formed when the form of document will be discussed. There is usually a formal meeting when the agreed documents are adopted. Once the documentation is complete, and registered if necessary with the Charity Commission, the Companies Registry, or the Regulator of Community Interest Companies (as appropriate) the organisation exists and a shape and legal identity. New bank accounts can be opened, and perhaps new accommodation and equipment obtained. Work can begin!

GOVERNING DOCUMENTS FOR NEW CHARITIES

Although not all organisations can be charities the documents prepared for charities are a good guide as to the kinds of documents that are needed, and the level of detail required.

There are documents on the Baptist Union website that will help if you want to look at examples of a constitution for an Unincorporated Organisation.

C24 Church Constitutions

C25 Using the Approved Governing Document

C26 Approved Governing Document

We can also provide a precedent Memorandum and Articles of Association for a Charitable Limited Company. Please refer to:

C36 Using the Memorandum and Articles of Association

C37 Church Handbook (Optional Extra)

Also, The Charity Commission has precedent documents on their website. It may be useful to look at the documents. A general idea of the level of detail required will be helpful, even when initial discussions are taking place.

The link is:

http://www.charitycommission.gov.uk/Start_up_a_charity/Guidance_on_registering/mgds.aspx

Ideally, specific legal advice should be obtained. We would want to recommend you consider consulting the Baptist Union's solicitors – for more details see page 11 for Anthony Collins Solicitors LLP's details.

It is important to create a good framework for the future. Saving money on the documentation at the start may cost a lot more money later on, especially if the documents have to be changed because they are not acceptable to potential partners or grant making organisations.

It may be sufficient to use and adapt one of the Charity Commission model documents.

You may also be able to get help from organisations like the Council for Voluntary Service, or other Christian Charities such as Stewardship, though their help may not be free.

QUESTIONS TO ASK WHEN PREPARING A GOVERNING DOCUMENT

1. What will the organisation be called? Any reasonable name is acceptable but it is important to ensure that you do not use somebody's else's registered trademark. The name should not be one that can easily be confused with another organisation.
2. Will it be a charity?
3. What is its aim and purpose? 'Purpose' has a particular legal meaning for charities, and the alternative phrase 'Charity Objects' is sometimes used. For an organisation to be a charity it needs to be set up for a purpose that is charitable and offer some public benefit (see above).

The suggested purpose clause for a local Baptist Church is 'The principle purpose of the church is the advancement of the Christian Faith according to the principles of the Baptist denomination. The church may also advance education and carry out other charitable purposes in the United Kingdom and or other parts of the world'.

It is possible to include more than one charitable objective, perhaps the advancement of religion and education. Some charities will also want to refer to the relief of poverty. The work of the project may be worldwide, or limited to the United Kingdom, or a particular area.

4. What powers will the organisation need? Explicit provisions are needed for effective administration and management of money, grants, and loans. Powers to administer funds and to hold assets will be very important.
5. Who will be first managing group? For a charity they will be Charity Trustees or the first directors of a charitable company? What will their responsibilities be and can these be clearly written down?
6. The Charity Commission issues guidance and it shows that the ideals and principles outlined are important – for any organisation.

see CC3 The Essential Trustee on the Charity Commission website

<http://www.charity-commission.gov.uk/publications/cc3.aspx>

Will they be Charity Trustees or directors of a company, what differences will it make to the way the organisation operates, will it affect the ethos of the organisation? It does not need to make a major difference; the style and ethos will be shaped by the attitude of the people.

Whatever structure is chosen there will be responsibilities.

There is also information on the BUGB website – see C17 Help I’m a Charity Trustee – for information about trustee responsibilities in a Baptist church.

The responsibilities in any other charity will be the same – in terms of acting with integrity and in the best interests of the company.

7. It is important to note that it is not usually possible – without a provision in the governing document or Charity Commission permission, for a trustee to be remunerated from charity funds. A majority of the trustees must not be remunerated and they must not be related to any employees – conflicts of interest must be managed. These matters are normally covered in precedent documents.
8. How will the first Charity Trustees or directors be appointed? How many are needed? It is important to think carefully about the number of people who need to be involved so that an appropriate mix of skills and accountability is established.
9. How often will the Charity Trustees meet? If a good framework for accountability needs to be established then more meetings may need to be held in the early stages as procedures and relationships become established. It is important to ensure that the leaders of an organisation (for a charity these are the Charity Trustees) can maintain sufficient independence to effectively manage the work of the charity.
10. Will there be any other supporters or members who would have any involvement in influencing the charity’s work? Churches have members. The National Trust has members, and from time to time the members of the National Trust are asked about key issues, particularly the appointment of individuals to the board. Will the new charity need to have members? Will it want to set up a group of members if none already exist?
11. The document will need to include powers to amend the document in future, if needed. Will any restrictions be placed on future change?
12. The document will need a provision indicating what would happen to the charity’s assets if it closed.
13. Will the charity want to have a religious or Christian ethos? If so then this needs to be considered at the start. Is this important to the people currently involved?

However, a specifically Christian ethos can make it more difficult to obtain some kinds of funding support. It is considered to be good practice for charities to include a range of skills on their organising group. Some contributors / grant making bodies may want a place 'on the board' so deciding whether the Christian ethos is essential or simply desirable is important. If a personal Christian faith for all or a majority of the directors / trustees of the organisation is considered important then this needs to be included.

14. Is the charity linked to be to any other organisation – is it a subsidiary of another charity. This could happen where a pre-school had a strong link to a church, and where the church whilst wanting to separate the management of the charity wanted to maintain the links with what it sees as a 'mission project.' The church may want influence the ethos of the organisation, and perhaps make nominations to the managing group and oversee the appointment of key staff.

There is information on the BUGB website about forming a pre-school and a separate leaflet about forming a coffee shop project.

C11 *Pre-Schools*

C22 *Churches and Coffee Shops*

SPECIAL THINGS TO THINK ABOUT – CAMPAIGNING ORGANISATIONS

A group concerned with issues of social justice, campaigning or raising awareness of political and structural injustices that contribute to poverty and limit economic and development opportunities might not be able to be a charity.

There is more detailed information for charities involved in The Promotion of Human Rights – in a booklet / online guidance produced by the Charity Commission.

RR12. The Promotion of Human Rights

<http://www.charity-commission.gov.uk/publications/rr12.aspx>

Paragraph 5 of this guidance refers to political purposes, and the fact that it is not possible for an organisation with political aims to be a charity.

There is more information about charities engaging in political activity in the guidance, particularly at paragraphs 33 and 34.

There is additional guidance on campaigning and when this is appropriate for a charity.

CC9 Speaking Out – Guidance on Campaigning and political activity for Charities.

<http://www.charity-commission.gov.uk/publications/cc9.aspx>

There is specific guidance about the issues to consider if you are thinking of setting up a new 'campaigning charity.' It suggests that being a charity may not be the best option for a campaigning organisation.

http://www.charity-commission.gov.uk/Start_up_a_charity/Set_up/best_way_forward.aspx#7

LEGAL ADVICE

As suggested, ideally, specific legal advice should be obtained, even if this is expensive. It may save a lot of time and effort later.

It may be sufficient to use and adapt one of the Charity Commission model documents.

The Baptist Union Corporation would want to encourage churches to seek advice from our retained solicitors. They are:

Anthony Collins Solicitors LLP
134 Edmund Street
Birmingham
B3 2ES

Tel: 0121 200 3242
Fax: 0121 212 7442
DX 13055 Birmingham 1

Website: www.anthonycollins.com

Email: jenny.smith@anthonycollins.com

Please make initial contact with Jenny Smith or Phil Watts.

The firm has a wide experience in helping Christian organisations. All their staff are committed to working with us and for you in a way that reflects our shared Christian values and Baptist ethos. This firm of solicitors has experience in all aspects of the law, including charity law and the formation of new organisations.

Legal costs will be payable by the group asking for work to be done, not the Baptist Union Corporation Limited.

At the start of a piece of work they will where possible give a formal estimate of the forecast costs and expenses. They will ask you to formally confirm details of the work you are asking them to undertake and that you understand the arrangements for the payment of the legal costs. These estimates and instruction letters will be quite formal. This is because they need to comply with the requirements for all solicitors set by The Law Society.

If the work becomes more complicated than was originally anticipated then they will tell you as this may affect the forecast costs. You should not be presented with a larger bill than you are expecting. The solicitors will guide you through the legal procedures involved.

END

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
West of England Baptist Association	West of England Baptist Association The Old Forge Broom Hill Stapleton Bristol BS16 1DN Telephone: 0117 965 8828
Yorkshire Baptist Association	The Baptist Union Corporation Ltd Baptist House PO Box 44 129 Broadway Didcot Oxfordshire OX11 8RT Telephone: 01235 517700

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.

Contact Address and Registered Office:

The Baptist Union Corporation Ltd, Baptist House, PO Box 44, 129 Broadway, Didcot, Oxfordshire OX11 8RT England

Telephone **01235 517700** facsimile **01235 517715** e-mail **buc.corp@baptist.org.uk** **DX 40852 Didcot**

A Company Limited by Guarantee. Registered in England No 32734. Registered Charity No 249635