

# BUC GUIDELINES

## C17 Help I'm a Managing Trustee (11/2008)

**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.**

### MANAGING TRUSTEE?

The Managing Trustees of a charity are defined by the Charities Act 1993 as the group of people (the Charity Commission usually called them the 'Charity Trustees') who actually have the general control and management of the administration of the charity. Charities usually have a board of trustees, directors, or management committee who take key strategic decisions about the activities of their organisation and ensure that the charity is well run.

Churches are defined as charities because of their work. The 'advancement of religion' is a recognised 'charitable purpose.' Baptist Associations are registered charities and again the mission objectives of these organisations are fundamental to their identity as charities. The Baptist Union of Great Britain is also a charity because of its activities. Some churches have pre-schools or social action projects that are separate registered charities but closely associated with the church's mission. Each charity will have its own unique identity, purposes, and its own group of Managing Trustees.

Not all posts where trustee responsibility applies have a title that makes this clear. Accepting nomination to a committee, diaconate, leadership team or board of directors may mean that you become a trustee of the charity, and that brings with it special responsibilities. If you, or your colleagues are reckless there can be financial penalties but usually with proper care, proper accountability and shared decision making this should not arise.

In the 'Baptist world' there is a lot of opportunity for further confusion! Many churches have 'trustees' who hold the legal title to church land and property. They are sometimes called 'the Church Trustees', the 'Property Trustees', the 'Custodian Trustees', or the 'Holding Trustees'. One of the reasons why we have called this leaflet 'Help I'm a Managing Trustees' is to make it clear that local leaders do have local trustee responsibilities, because they are responsible for the 'day to day management' of the local church, or a related charity.

If you are reading this leaflet because you have heard that you might be financially liable because you have accepted leadership responsibilities in your local Baptist church, local Baptist Association, or another charity - read on – the whole story is not quite so confusing or frightening!!

### LEADERS IN A BAPTIST CHURCH

In a Baptist Church, the Managing Trustees are usually the Minister and Deacons (including the church secretary and treasurer). If the church has Elders then they are included as well. If the church has a

'Leadership Team' instead of Deacons and/or Elders, then this group would be regarded as the Managing Trustees. The names and titles are less important than the leadership and 'management' tasks that are actually undertaken.

The question is sometimes asked could the church nominate a small group as the Managing Trustees so as to leave the remaining leaders free of this responsibility. Simply giving a title to a small named group does not change the identity of the Managing Trustees if others continue to take the initiative in many aspects of church life and make day to day decisions. By acting as trustees they are counted as trustees because of the legal definitions within statute law.

We know churches use various titles for their leaders. Some see elders as having a spiritual role, setting a vision for the church and priorities for mission with deacons undertaking practical and administrative tasks. Some churches have no elders so the deacons and minister work together on all aspects of the church's work. Some churches have no minister and a group of deacons undertake all the tasks.

Space does not permit an exploration of all possible church leadership options – and there are plenty of books written on the subject. For the purposes of charity law the group in your church who are identified as 'leaders' are the Managing Trustees.

For convenience the term Managing Trustee will be used throughout this leaflet although, as we have already said, they are sometimes also called Charity Trustees.

### **Churches, the Law and the Charity Commission**

Charitable status brings significant benefits in the form of Gift Aid and other allowances. The proper administration of charity funds is very important because of the need to follow good practices and meet the requirements of statute law generally and various Charities Acts in particular.

The need to ensure that the financial aspects of church life are well organised is not just related to legal responsibilities. Our Christian faith should make us want to ensure that there can be no doubt that all aspects of the administration of the charity, particularly financial matters are handled carefully, effectively and with absolute integrity.

The Charity Commission is a legally established body that has particular responsibility for all charities, including religious charities. The Charity Commission has legal powers to ensure that charities are well run. There are good reasons for this.

It is undesirable for the public to give money to a good cause and then for it to be misused. This has an adverse effect on all charities. Sometimes the Charity Commission uses its legal powers to intervene where there is evidence of irregularities. The Charity Commission can act like a policeman – because they have an important role as the regulator of charities.

The Charity Commission can also be a friend – because it offers guidance and encourages good practice so that charity resources are used well. They support charities as they apply funds towards the purposes for which they were given. They promote proper accountability with an emphasis on the work of Managing Trustees.

The Charity Commission has a website and this displays information about charities and information for Managing Trustees about how they should operate. The Charity Commission produce a range of booklets and downloads. Details are set out at the end of this leaflet but if you are a Managing Trustee we recommend that you should at least obtain the ones entitled:

**CC 60**            *Hallmarks of an Effective Charity*  
**CC 3**            *The Essential Trustee: What you need to know*

**BUT** is there a conflict here, why do we have to follow the rules set out by the Charity Commission, shouldn't we just follow the principles set out in the Bible? Surely all Baptists know how a committee should run?

The priorities set by the Charity Commission of a well run charity do not conflict with the objectives of a Baptist church. Good leaders in our churches will find no difficulty meeting the requirements of the Charity Commission because they will already be living out concepts of mutual accountability and integrity that have been the pattern in our Baptist churches for generations.

Advancing the work of a Baptist Association, developing the mission of the church, strengthening the reputation of the pre-school or applying resources to meet the needs of the local community through a social action project are entirely in line with the standards set by the Charity Commission – and our overall mission.

### **Are there Restrictions on who can become a Managing Trustee?**

A local church will have rules about selecting leaders. An Association, limited company, or a group governed by a constitution will have procedures about appointing Managing Trustees.

Almost anyone asked to serve as a church leader will be a Managing Trustee. Consequently there are certain legal restrictions that a church needs to be aware of when appointing its Leadership.

There are restrictions on paid trustees. Managing Trustees are not normally entitled to be paid for their services out of charity funds (other than reimbursement of reasonable and necessary out-of-pocket expenses). It would not be appropriate however for a deacon (or close relative) to be appointed as a paid church administrator and remain as a deacon unless the charity, in this case a church, had obtained specific Charity Commission consent (see below). However, payments to trustees can be made if this is authorised in the local church constitution.

The Charity Commission accepts (at present) that these restrictions do not prevent the minister of a Baptist church from receiving a stipend whilst being a Managing Trustee. It is a permission that specifically relates to ministers and does not extend to other employees such as an administrator, youth worker or pre-school manager. When a church is updating their constitution a specific authority to pay the minister should be included.

In addition a person cannot serve as a Managing Trustee if they:

- are under 18 years of age;
- have been convicted of an offence involving deception or dishonesty, unless the conviction is spent;
- are an un-discharged bankrupt or insolvent;
- have been convicted of a serious offence involving children;
- have previously been removed from trusteeship of a charity by the Court or the Charity Commissioners for misconduct or mismanagement;
- have been disqualified from being a Company Director.
- are unable to manage their own personal business affairs.

In special circumstances the Charity Commissioners can waive these requirements but each case will be considered on its merits. By definition the granting of a waiver of the standard requirements will be exceptional.

### **Choosing Suitable Leaders – and Organising Them!**

Choosing suitable people as Managing Trustees should be considered carefully. Paul reminded Timothy that leaders should be above reproach, self controlled, respectable and sober, gentle, honest and trustworthy. (1Timothy 3 1-11)

In Acts 6 when there was a need to appoint people to undertake a particular task those chosen had skills

in administration, money management, pastoral care and were full of the Spirit and wisdom. They were suitable and qualified. The task was clearly defined and they were recognised and supported by the prayers of the church. They used their personal skill and spiritual gifts to overcome a problem so that the church continued to grow.

Different churches are set up in different ways so that some leaders organise themselves along quite traditional lines. A diaconate may be chosen by the church members meeting for the general task of 'being deacons of the church.' Later the group decides who will take responsibility for certain specific aspects of the life of the church. For example, there may be a deacon who takes responsibility for the buildings and another who oversees pastoral care. Many churches will also select two people to act as 'church officers,' that is to be the church secretary and the church treasurer.

Other churches may decide that they have, for example eight spaces for leaders and eight tasks or areas of responsibility. The church meeting may be asked to choose people who are spiritually gifted and have skills that would enable them to take on one of the pre-defined roles.

A Baptist Association or pre-school would follow its own defined procedures in appointing its Managing Trustees but patterns of organisation may vary.

Whatever the rules of your organisation say about appointing Managing Trustees try to include a range of skills and when possible a variety of people of different ages and background.

### **The Task – To Ensure that the Charity is Well Run**

The Charity Commission highlights the 'Hallmarks of an Effective Charity' as having:

Good trustees, a mix of skills, awareness of objectives, strategy, focus on advancing the work of the charity, good management, respect for human rights, high standards – quality control, positive public image, and being open and accountable.

A good trustee will always act:

- with integrity;
- in the best interests of the charity;
- without regard to their own interests.

A good trustee will ensure:

- good management - including the financial management;
- mutual accountability;
- the assets of the charity are used to benefit those nominated to benefit from the funds;
- the charity is managed in accordance with the governing document;
- that the work of the charity is also advanced.

A good trustees group is:

- active;
- businesslike;
- communicates well with colleagues, volunteers, employees, and beneficiaries;
- enthusiastic about the work of the charity.

### **Conflicts of Interest and Payments to Trustees**

A trustee must not take advantage of his position to make a financial gain. Conflicts of interest should be avoided – or properly managed.

Legitimate expenses can be paid but Managing Trustees cannot normally be employed by the charity they serve, neither can close relatives.

For example, if the church wants to employ somebody who is a trustee as a caretaker special arrangements will usually need to be made to obtain specific Charity Commission Consent. These 'rules' are for the protection of the charity, and to ensure that it is quite clear to all that the individuals involved are not taking unfair advantage of the situation. The same rule applies where a close relative is involved. A trustee is not permitted to derive a personal benefit.

This is an area where there is a little more flexibility than had previously been the case. Under certain conditions the Charity Commission will allow employment of or the supply of goods to a charity by the trustees or close relative without the need for the trustee to resign. For example, if a trustee has a printing company he may now (with permission) be able to do work for the charity and provide printed publicity material. For more information please refer to C.6 *Churches and Charity Legislation*, page 4.

**BUT be careful** - this is a privilege that comes on strict conditions. The proper processes must be observed in each case and the overriding principle is one of absolute integrity and accountability. It is important to be able to demonstrate that a payment to a trustee is in the best interests of the charity and that other options have been considered.

Remember – Ministers are a special case so there is no problem in the minister being one of the trustees and receiving a stipend.

You will need to check your rules and Governing documents (see below) carefully to ensure that the correct procedures are followed. If in doubt, check with the Baptist Union Corporation office (or the Charity Commission).

### **Governing Documents**

The Charity Commission expect that each charity will be organised in line with its own Governing Document. This document explains what the individual charity does, who its beneficiaries are, how money is to be administered, and how trustees are to be appointed.

For a Baptist Association or perhaps a pre-school the Governing document is likely to be the company registration documents, that is the Memorandum and Articles of Association. These will identify the purposes of the charity and set out how its business activities should be organised.

Where a charity is already registered with the Charity Commission then Governing documents cannot be amended without their permission.

If you are the Managing Trustee of a charity, a church, an Association or a pre-school then you need to know about the Governing documents. Without this information how will you know if you are using resources for their proper purpose? An animal charity set up with the object of protecting cats in South Oxfordshire should not use its donated funds to help dogs in Lancashire!!!

Openness is important otherwise there is a danger of a lack of accountability when only a 'select few' are equipped with the essential information.

In the case of a Church, the Governing document is usually a local church constitution.

For more information about this please refer to some other leaflets:

- C24 *Church Constitutions*
- C25 *Using the Approved Governing Document*
- C26 *Approved Governing Document*

There may also be an old Foundation Deed prepared in the eighteenth or nineteenth century setting out the ways the founders of the church functioned. This may have been supplemented by rules. This can be quite a complicated. If you are interested in knowing more about this look at some of our other leaflets listed later.

In the case of property trusts you may need to ask your property trustees about the arrangements for your church. These trustees could be private individuals or one of the Baptist Trust Corporations.

Property trusts can be quite complicated. Amending the trusts for a church will often require a process of investigation of the old trusts before deciding what arrangements can be updated.

### **New Trustees – Joining a Team**

Hopefully new Managing Trustees will feel as though they are joining a good team. Existing members should take time to explain how the group operates and help new trustees understand their responsibilities and participate.

For charities that are limited companies there will be some important formalities to follow that ensure that any retiring directors have their names removed from the records at the Companies Registry and the new trustees' names noted instead. Be careful to observe the time limits on this procedure.

It is good practice to ask new trustees to confirm that they are not disqualified. A letter will be sufficient.

If the leader will come into contact with children or vulnerable adults then the proper child protection procedures must be followed.

All organisations develop their own traditions. Unwritten rules can develop and 'accepted practices' can save a lot of time for those 'in the know.' Make sure that if you are welcoming a new Managing Trustee to your group that you give them information that enables them to participate fully as quickly as possible. They should be given a copy of the Governing document and the last annual report and annual accounts as part of a 'starter pack.' They should be given a copy of this leaflet as it contains a list of other sources of information.

### **Advancing the Work, Setting a Strategy**

Setting a strategy for your charitable organisation and its growth is not just a matter for the paid staff, or local or regional ministers. This is your responsibility as Managing Trustees. You should be looking at ways to advance your charity's activities and raise its profile.

Not all leaders will be gifted in creating new ideas and initiatives but as a group the trustees should be a forward-thinking, mission-focussed group. In the case of the church this is not about making the present members comfortable but about the essential task of mission.

"The church is the only organisation that exists for the benefit of its non members"

The hallmarks of a healthy church have been listed as:

Energised by faith, outward looking, seeking to find out what God wants, facing the cost of change and growth, building community, making room for others and doing a few things well.

As Baptists we affirm the Priesthood of all Believers but church leaders and church members will want to work together to help the church grow. The Charity Commission lists strategic thinking and planning as one of their requirements, but faithful Baptist believers have been working for the growth of churches for generations through their local congregations, social action projects, Associations and national initiatives.

### **Accountability**

Baptist churches should be good at accountability. This goes to the heart of our church members meetings when the whole membership gathers to worship, pray, and seek God's guidance for their church. The priorities of mission are considered alongside the management of items of church business, but in everything the need to seek God's help and blessing is fundamental.

Accountability means sharing information clearly and openly with other trustees and members as appropriate and the church meeting, presenting information in a clear and complete way and inviting the views of others before taking a decision.

Mutual accountability is essential as the Managing Trustees have joint responsibility. Trustees are not able to escape personal responsibility if they have not been diligent in monitoring the activities of the charity – and their co-trustees.

## **Finance – Trusted Trustees**

Even though your charity may have a finance sub-group, treasurer or book-keeper all the Managing Trustees are responsible for overseeing the finances of the charity. This does not mean that everyone will have the same depth of understanding of the details but all trustees are together responsible for:

- preparing and agreeing a budget;
- agreeing a reserves policy;
- regular review of the budget against actual income and expenditure. You should do this at least quarterly;
- ensuring that proper accounts records are maintained;
- ensuring that at the end of the financial year the formal accounts are prepared, audited or examined as necessary, presented in the correct format and filed with Companies House and the Charity Commission as appropriate;
- spending resources on the purposes of the charity;
- preventing expenditure that is outside the declared objects of the charity;
- preparing an annual report, file this as necessary with the Charity Commission and also deal with the annual return to the charity commission;
- mistakes might happen but stay solvent, don't spend what you do not have!

Good management of the finances includes looking after your volunteers and ensuring that they receive expenses properly, and ensuring proper payment of salaries and bills.

Good management does not mean keeping all the money for a 'rainy day.' Jesus' parable of the talents has something to say on this, (Matthew 25.14-28). Sadly, churches and charities sometimes close with money in the bank that nobody has invested in legitimate activities. Trustees should positively seek good ways to spend money on achieving the charities declared objectives. A proper reserves policy is essential but in a busy and active charity money will be needed, hopefully funds will be received and then used.

Paul said church leaders should conduct themselves in a manner worthy of the gospel of Christ. (Philippians 1.27). Where money was involved special instructions were given. More than one person was involved in the carrying of an offering to Jerusalem and its administration. Everything was to be done correctly to avoid criticism and to do what was right, 'not only in the eyes of the Lord but also in the eyes of men'. (2 Corinthians 8.19-21)

## **Do's and Don'ts of Finance and Money**

### **DON'T**

- leave it all to the treasurer;
- sign a blank cheque where two signatures are needed – you must know what the cheque is for and to whom it is payable. Many charities have lost money because this basic safeguard was ignored;
- ignore warning signs – if the accounts are never ready for auditing is there a problem?

### **DO**

- work together as a whole trustee body – so you are all mutually accountable;
- be open with each other;
- make financial reporting a regular feature of your meetings – not just an annual event;

- treasurers – please help your co-trustees to understand your accounts so they can fulfil their responsibilities, welcome questions so that your colleagues can be jointly accountable with you for the management of the charity funds; agree what can be spent, on whose authority without referring back to the whole group;
- collect all income that is properly due to the charity;
- ensure that that formal annual accounts are audited or examined (as necessary) and copies filed with the Charity Commission and or Companies House.

## Standard of Care

What standard of care is expected of Managing Trustees?

Trustees must take as much care over their charity work as a reasonable person, a prudent person, dealing with their own affairs. In taking decisions for the charity you must not be more reckless than you would be with your own finances.

The song says "It ain't what you do it's the way that you do it."

It is important that the style of leadership in your charity matches gospel values. Mutual respect were hallmarks of the early church long before the phrase Human Rights had been devised or anti-discrimination legislation or the Human Rights Act made law. Equality was practised from the earliest times.

Managing Trustees would do well to reflect on the Baptist Union of Great Britain *Five Core Values for a Gospel people*. We aim to be a prophetic community, an inclusive community, a sacrificial community, a missionary community and a worshipping community.

In devising management strategies and methods getting bigger and being better are not the only priorities, there is something about reflecting a Christian ethos and a fair but compassionate style in our dealings with others, particularly those who should be benefiting directly from our charitable work.

## Worry Points

Laws Rules and Regulations can seem overwhelming. Many charities are concerned about the heavy responsibilities placed on volunteers. There are rules about Health and Safety, Food Hygiene, Disability Discrimination and Employment – in fact rules for everything.

As Managing Trustees you do need to meet minimum standards. Help can be obtained through the range of leaflets made available by the Baptist Union Corporation through the Baptist Union of Great Britain website, or by post. Your insurers may also be able to offer guidance particularly on building issues.

The Baptist Union of Great Britain is seeking to influence government about the overall burden of legislation on charities. Whist each piece of legislation is in itself reasonable the overall burden can make it hard for some charities to deal with all the administration.

## The Myth of Perfection, Trouble and Personal Liability

Christians know that we live in a broken world with people who make mistakes. Life is untidy. Even in the Bible mistakes needed correction and problems needed resolution.

If something goes wrong, don't just ignore it, take steps to put it right

**BUT** – it is said that the man that made no mistakes never made anything.....

Trouble is nothing new – it will happen. The Psalmist wrote 'save me O God for the waters have come up to my neck' (Psalm 69.1)

Personal liability is not an issue for prudent Managing Trustees who are careful in their activities and seek advice when in doubt. Problems and personal liability generally arises only where Trustees act negligently or recklessly. Informed decisions taken together in an open and accountable meeting are likely to be better decisions.

For significant property transactions trustees must seek professional advice.

It is vital that property is not sold for less than full market value. Even short term lettings should be at a sensible market rent.

If you are about to take a very important decision make sure that the church members meeting (or other consultative group) is involved and agrees to your proposals in advance. Double-check the arrangements in your Governing document to ensure compliance with your particular rules.

It is difficult to see ways in which personal liability would arise if your trustee group or charity:

- spends only what the charity can afford;
- maintains proper insurances – comprehensive, adequate and relevant to its activities;
- acts sensibly;
- involves colleagues and professional advisors;
- seeks and accepts advice.

If something has gone wrong and the Managing Trustees do not know how to proceed they must ask for help. Usually within Baptist networks there will be someone who can help. The local Association is a good source of advice. The staff at the National Resource, Baptist House, Didcot, can usually offer some guidance.

Professional advice may be necessary.

The Charity Commission can help a charity that is in trouble. They may be able to work with the charity to overcome the problem. In an extreme case where there has been a loss to the charity the trustees may be relieved of personal liability by the Charity Commission if they have acted reasonably in all the circumstances, **BUT** this would be very unusual and is not a reason to ignore all the normal safeguards.

### **Trustee Indemnity Insurance**

It is possible to purchase trustee indemnity insurance. This can sometimes offer some protection to Managing Trustees against personal liability.

A new power in the Charities Act 2006 allows Managing Trustees to use church funds to buy indemnity insurance - unless the church's governing document specifically prevents it, which is unlikely. This means that trustees no longer need permission from the Charity Commission or from their governing document before purchasing such a policy. Trustees must be satisfied that the purchase of a Trustee Indemnity Insurance policy is in the best interests of the charity.

You will want to weigh up the benefits and costs of this insurance. Remember that even if you have insurance it will be a condition of the policy that you are not negligent, so if you are able to meet the policy conditions then you are very unlikely to be doing anything that could possibly give rise to a financial claim. The amount of cover may be limited. Some people appreciate this kind of insurance but it does not reduce your responsibility to follow 'best practice' and to act sensibly and be accountable with your co-trustees for your actions and decisions. However, it can be beneficial in helping meet the legal costs of defending a claim, and you will have to comply with the terms of the policy.

### **Beware of Scams**

Sadly some unscrupulous people target charities with goods and services that are either overpriced or un-necessary. The requirement to check decisions, particularly about expensive purchases with your co-

trustees will be a safeguard, as will the usual practices of seeking several estimates for any significant work.

Scams catch out the best of administrators, and the best Managing Trustees and it causes them to feel very miserable. If this happens to you remember that those who have caused you to make a mistake are practiced at misleading others and will almost certainly have pressed you for a very quick decision.

The favourite scams seem to be:

- offering very expensive packs of material dealing with Health and Safety;
- offering expensive Fire Exit signs or Fire Extinguishers;
- data protection advice;
- Disability Discrimination guidance;
- tarmac for the church car park –available today because it is left over from another job!!!

Whilst we do not know of any fault in any specific materials or services on offer and are unable to name any 'rogue traders' many are very expensive in relation to the benefit received.

Where advice is offered there is often little understanding of the needs and requirements of a Baptist church. The guidance is often more relevant to the needs of small businesses.

Alarmist claims are made that this or that is, or will soon become 'illegal.' Trustees, being generally law abiding people are keen to act quickly and this is the problem with scams – they catch out the diligent and caring leaders.

Do not be rushed. There are very few occasions where it is necessary to take a decision immediately. You are part of a leadership group so it is quite reasonable for you to consult with the other managing trustees before making a decision. A reputable firm will understand this and allow time for you to consider their proposals.

Check out any offers that are made to you. Take advice before committing the church to expenditure.

## **A Place for Faith and Prayer**

The emphasis in this leaflet has been on procedures, safeguards, rules and advice on 'best practice'.

Where is faith? Where is prayer?

Prayer and a desire to see God's kingdom extended goes to the heart of your role in a Christian charity so 'be joyful always, pray continually; give thanks in all circumstances, for this is God's will for you in Christ Jesus ..1 Thessalonians 5.16

### **Sources of Help .....**

The **local Baptist Association** will always try to help ....

**The National Resource – Baptist House**

### **Guidelines and Resources**

This is one of a series of leaflets beginning 'Help I'm a .....

The titles are

- C17 *Help I'm a Managing Trustee*
- C18 *Help I'm a Deacon*
- C19 *Help I'm a Church Secretary*
- C20 *Help I'm a Church Treasurer*

Many Guidelines Leaflets are available to download from our website [www.baptist.org.uk](http://www.baptist.org.uk)

Click on Resources, then Admin//Finance//Leadership

The leaflets are produced by the Baptist Union Corporation so look for the link to 'BUC Corporation guidelines leaflets'.

The leaflets on legal and financial matters are produced by the Baptist Union Corporation

The leaflets dealing with manses have the prefix A.

The leaflets dealing with church trusts and church buildings the prefix B.

The leaflets offering general information have the prefix C

The leaflets offering financial information has the prefix F

The following leaflets will be of particular interest to Managing Trustees:

B1 *Church Trusts, Model Trusts and Property Trustees*

C6 *Charity Legislation and Churches*

C16 *Churches and Charity Registration*

**Please contact the Baptist Union Corporation office for printed copies of our Guidelines Leaflets by post**

Any of the staff in the Corporation office will be pleased to take your message but for a direct link to the person who will post them to you please contact:

Jenny Evans

Tel: 01235 517745

E mail: [jevans@baptist.org.uk](mailto:jevans@baptist.org.uk)

The Baptist Union Corporation has also produced a video entitled 'Facts and Fallacies' which gives further advice on aspects of being a Managing Trustee.

**Also** have a look at the **online Baptist Union Publications catalogue** for information on our **Five Core Values** and material on **Child Protection** issues.

**New** in 2006 *Nothing Spiritual about Chaos* by Rachel Tole. This is a very helpful book. It is a practical guide for Baptist church secretaries and administrators - but is packed with useful information that would help anybody who was involved in the leadership of a Baptist church.

The book *Radical Leaders* by Paul Beasley-Murray was revised in April 2005. This book is a useful guide to those appointed as leaders of a church and will be a helpful aid to Managing Trustees of other organisations. It provides a summary of the role of leaders, particularly in the context of a Baptist church.

**If you do not have access to the internet please contact our publications department** (there are lots of materials available to help your church and its Mission in your community)

To order items from our publications department please contact:

Hazel Stanyon

Tel: 01235 517708

Email: [hstanyon@baptist.org.uk](mailto:hstanyon@baptist.org.uk)

## **Other sources of information**

### **Charity Commission**

**Home Page** - <http://www.charity-commission.gov.uk/index.asp>

Telephone – for free literature by post – Tel 0870 333 0123  
Monday – Friday 0830 - 1800

#### **CC 3 The Essential Trustee: What you need to know**

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

#### **CC 8 Internal Financial Controls for Charities**

<http://www.charity-commission.gov.uk/publications/cc8.asp>

CC 8 Self Checklist

available in pdf form.or as part of the printed leaflet CC 8

#### **CC 11 Payment of Charity Trustees**

<http://www.charity-commission.gov.uk/publications/cc11.asp>

#### **CC 60 Hallmarks of a well run charity**

<http://www.charity-commission.gov.uk/publications/cc60.asp>

RS 1 Trustee recruitment, selection and Induction

<http://www.charity-commission.gov.uk/publications/report1.asp>

### **Professional Advisors**

Particularly important at key moments - Sales and purchases of land - Leases of land Building Projects  
- Problem solving - Auditing accounts - Setting up new projects.

### **Insurers**

Insurance companies are keen to promote best practice amongst their customers and may be able to give guidance. Leaflets are often available and sometimes visit to your church building can be arranged to check for obvious risks.

**AVAILABLE FROM BUGB PUBLICATIONS**

***Nothing Spiritual about Chaos***

**by Rachel Tole**

A practical guide for Baptist church secretaries and administrators

This is a very helpful book. It is packed with useful information that would help anybody involved in the leadership of a Baptist church.

**If you have access to the internet you can order this on-line at [www.baptiststore.co.uk](http://www.baptiststore.co.uk)**

**If you do not have access to the internet please contact our publications department** (there are lots of materials available to help your church and its mission in your community)

To order this item from our publications department please contact:

Hazel Stanyon

Tel: 01235 517708

Email: [hstanyon@baptist.org.uk](mailto:hstanyon@baptist.org.uk)

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

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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:**

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