

## **F8 FEES FOR OCCASIONAL DUTIES**

### **Fees**

A copy of the Table of Parochial Fees prepared by the Archbishop's Council under the Ecclesiastical Fees Measure 1986 and authorised annually by the Parochial Fees Order is sent each year to every parish and to every incumbent or priest in charge. The Table of Fees and its accompanying notes give up to date information on the statutory fees payable.

It is stressed in the Table of Parochial Fees that the figures do not include any charges for extras such as music (e.g. organist, choir), bells, flowers, and special heating. These fees are fixed by the Parochial Church Council. In the case of weddings the couple should be informed of the additional charges in writing. Funeral directors should also be informed of these extra charges, where applicable. A notice giving details should be clearly displayed in the church.

### **Fees for Occasional Duties by Retired Stipendiary clergy**

Fees payable to retired stipendiary clergy with the Bishop's Permission to Officiate, are for occasional services conducted when a parish is vacant. The Diocesan Board of Finance recommends a standard fee per service, which is reviewed each year. Information about the current rates is included in the annual letter to clergy and licensed lay workers about stipends and conditions.

All clergy and licensed lay ministers who take services in parishes during vacancies are entitled to claim their traveling expenses at the rate recommended by the Diocesan Board of Finance.

All claims for fees and traveling expenses should be submitted via the archdeacon using the form available either from Churchgates House or from the archdeacon.

When retired stipendiary clergy are invited by incumbents / priests in charge to conduct occasional marriage or funeral services, e.g. during times of holidays, periods of sickness or study leave, the retired clergy should be paid the fee listed in the Archbishop's Council Table of Parochial Fees as payable towards the stipend of the Incumbent.

### **Expenses**

When it is necessary for the officiating minister to travel to a cemetery or crematorium, transport should normally be provided by the funeral director. If this is not possible, the officiating minister should claim reimbursement of traveling expenses from the funeral director on a mileage basis at the current diocesan mileage rate.

### **Payment of Fees and Expenses**

Officiating ministers and or Parochial Church Councils are strongly encouraged to arrange with the funeral directors for payment of fees and expenses for funerals to be made by cheque payable to the Parochial Church Council. Payments in cash should be avoided wherever possible, but if cash payments are made care needs to be taken to ensure that a

receipt is issued as soon as possible.

**Fees and Expenses for Non Stipendiary Clergy and Ordained Local Ministers**

Both non stipendiary ministry and ordained local ministry are voluntary ministries. The minister is not entitled to any fee income. All statutory fees applicable to the minister (e.g. for funerals or marriages) form part of the stipendiary incumbent's, or priest in charge's, stipend. Out of pocket expenses incurred in the course of performing duty (e.g. travel as mileage allowance) may be claimed from the PCC, if not reimbursed from another source. Local arrangements for the reimbursement of these out of pocket expenses are a matter for the PCC.

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