



To All Parochial Clergy, Clergy with Permission to Officiate, LLMs, and PCC and Deanery Treasurers

Dear Colleagues

Parochial Fees 2019

The parochial fees for 2019 have been issued by Church Commissioners. A copy of the detailed table of fees is attached and can be found on both the Diocesan website and the Church of England website.

Retired Clergy, SSMs and LLMs are able to claim a proportion of the DBF fee (see below) for services which they are invited to take. The remainder of the DBF fee needs to be remitted to the DBF. Retired Clergy, SSMs and LLMs are not able to claim any part of the Parochial Church Council fees.

Retired Clergy, SSMs and LLMs are reminded that they must be in contact with the incumbent when conducting a funeral service in church, or when conducting a service at a crematorium for one of the incumbent's parishioners. If there is any doubt as to which parish should receive the PCC fee element please contact me.

The services for which fees are payable for 2019 will therefore be as follows:

	Fee to Retired Clergy, SSM or LLM	Fee to DBF	Fee to PCC	Total Fee
Funeral service	£85	£20	£90	£195
Crematorium service	£130	£35	£30	£195
Wedding service	£160	£47	£248	£455

Please note these are the only fees payable other than those for Casual Services.

The receiving of fees by Retired Clergy, SSMs and LLMs will not constitute a contract of employment between the individual and the DBF. Recipients of fees are responsible for declaring this income to HM Revenue and Customs and paying any tax due.

Casual duty for a Sunday or weekday service

For 2019, the fee payable to Retired Clergy for conducting a Sunday or weekday service (commonly in a vacancy) will increase to £50. This fee is payable only once per benefice per Sunday (but see below).

An SSM, Retired Priest or LLM is not entitled to claim for taking a service in the parish or benefice in which he/she resides or is licensed or the parish where they worship if that is different whether there is a vacancy or not. If it is felt that some special circumstances exist in the case of a very large or geographically spread benefice then the case should be referred to the Archdeacon.

We pray to be generous and visible people of Jesus Christ.

A Parish/Benefice in Interregnum

When it is known that a parish or benefice is about to begin an Interregnum the Rural Dean should meet with the Church Wardens and agree what will be the pattern of services. The Diocesan Office will on submission of a claim refund the appropriate payment in respect of one service by a visiting Priest for each Sunday and major festival. If the benefice comprises a significant number of parishes and it would be unrealistic to expect congregations to travel because of the distances involved then the Rural Dean can agree a second payment.

Once the pattern of services has been agreed the Rural Dean should send a brief note to Sarah Hewitt in the Diocesan Office setting out details of the agreement reached. This will enable the Finance team to approve and make a refund without the need to either seek the Archdeacon's confirmation or research what claims have already been made.

Reclaiming Fees from the Diocesan Office

When there is a need to reclaim fees from the Diocesan Office (usually in a vacancy) these should ideally be reclaimed quarterly or half yearly. If there are special circumstances and a claim can only be submitted annually it is helpful for cash flow purposes if the Finance Department is made aware. Claims relating to the final quarter of the calendar year must be submitted no later than the end of February the following year so that they can be consolidated for the Annual Audited Accounts. It will not be possible for claims submitted later than the end of February which relate to the previous year to be paid.

Travel expenses

These continue to be at the rate of 45p per mile for all Clergy and LLMs. The rate for travel by bicycle is 20p per mile. Expenses for funerals are agreed with & refunded by the Funeral Director.

Further Information:

This letter and the revised fees worksheet are available on the Diocesan website at

<http://www.elydiocese.org/diocesan-office-departments/finance/parochial-fees>

In the Parochial Fees section there is also a link to the Church of England website. This contains updated guidance and frequently asked questions.

If you have any queries regarding any of the above please contact myself on 01353 652708 lorraine.orbell@elydiocese.org or Sarah on 01353 652707 sarah.hewitt@elydiocese.org

With best wishes



Mrs Lorraine Orbell
Diocesan Accountant