Retired Clergy Service Fees

Claim Form

For Services taken in a Vacancy

This form is for the use of Retired Clergy taking services during a Vacancy in churches outside their home parish.

The person taking the service should complete the form and give it to the Churchwarden / PCC Treasurer who should reimburse the Officiating Minister as soon as possible after the event.

The PCC Treasurer should submit claims for reimbursement on a monthly basis to:

* The Accounts Team, The Ely Diocesan Board of Finance, Diocesan Office, 206 Wellington Road, Lancaster Way Business Park, Witchford, Ely, Cambridgeshire, CB6 3NX,
* or by email to [Sarah.hewitt@elydiocese.org](mailto:Sarah.hewitt@elydiocese.org)

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| Name of Officiating Minister |  | |
| Address |  | |
| Telephone Number |  | |
| Service(s) Taken (Please list with details) |  | |
| Mileage (with dates) |  | |
| Fees Claimed (please itemize) |  | |
| BACS Details | Account Number |  |
| Sort Code |  |
| Name |  |
| Signature(s) of Churchwarden or other Parish Representative |  | |
| Signature of Officiating Minister |  | |