

## Fees for Casual Duty and Occasional Offices

This document is intended as a guide to fees for all Clergy and PCCs with a special focus on when and to whom it is appropriate to make personal payments for services. It should be read in conjunction with the National Table of Parochial Fees and the relevant information on the Diocesan website.

### Who can receive payment for officiating at Sunday or Weekday Services?

Casual duty fees for Sunday or weekday services are due to Retired Clergy with Permission to Officiate in this Diocese and Self-Supporting Ministers (except those who are SSM curates in training or SSM house for duty). They are not due to any other Ministers, Curates, House for Duty or Readers. The fee should only be offered for a service in another parish to the one in which the substitute minister normally worships, unless their home parish is in vacancy or the Incumbent/Priest in Charge is on sabbatical or has been unwell for over a month.

### Who should pay the fee for casual duty?

Casual duty fees and expenses for parishes in vacancy will be met by the Diocese for Sunday and Weekday Services, Principal Feasts and & other principal Holy Days. Normally, only one payment will be due if there are two similar services which follow each other (e.g. two morning services with same sermon or a shorter baptism service following a morning service), where little extra preparation is needed. However, if two morning services require very different preparation (e.g. one traditional eucharist followed by an all age or contemporary service, then two casual duty fees can be paid. No more than two casual duty fees will be paid to the same priest, at the same parish on the same day.

### Fees for Occasional Offices (Parochial fees)

People are required by law to pay for some services provided by the Church and Clergy, including weddings and funerals. The fee rates are prepared by Archbishops' Council and approved by General Synod. The current fee rates can be obtained from the Church of England website or the Finance Department at the Diocese. The table showing the split of fees between the PCC and the DBF is supplied to all treasurers and clergy at the beginning of each financial year. All fees are to be paid to the PCC and the parochial fees returns submitted to the Diocese monthly or quarterly. Parochial fees should never appear on sequestration claim forms.

### Fees for Occasional Offices (Parochial fees) to Substitute Ministers

Since 1 April 2014, Retired Clergy with Permission to Officiate, all licensed Self-Supporting Ministers (not SSM assistant curates) and licensed Readers (but not Readers in training) are eligible to claim two thirds of the DBF fee for wedding and funerals. These should be paid directly to the Minister concerned, and the balance sent to the DBF on the usual parochial fees return.

Fees are payable as follows

- (a) An Occasional Office Fee for a wedding in church plus expenses, providing the appropriate 'preparation for marriage' before the service is taken
  
- (b) An Occasional Office Fee for a funeral in church, providing the appropriate pastoral visiting before and after the service is undertaken by the substitute minister.

### **Fees for services in a crematorium or cemetery**

Incumbents are encouraged to be proactive in developing and maintaining good relationships with local Funeral Directors. In particular clergy should make it clear to undertakers how and who to contact when they are unavailable, so that bereaved parishioners may remain in the care of the Church.

**(a) Deceased's Incumbent takes the Service**

The 'Deceased's Incumbent' is either the incumbent of the parish of usual residence prior to death, or the incumbent of the parish on whose electoral roll the deceased's name was entered. Fees are payable to the Diocesan Board of Finance.

**(b) Another Minister officiates at the request of the family of the deceased or with the consent of the Deceased's Incumbent**

The fees are payable to the Diocesan Board of Finance but may in part be passed on to a substitute minister in accordance with Regulation 7 above.

**(c) Another Minister officiates without the prior consent of the Deceased's Incumbent**

**No minister should officiate without prior consent.** Clergy should discourage Funeral Directors from making such arrangements because the Church not only loses fee income, but also misses out on pastoral care and evangelistic opportunities.

**(d) When a Funeral Director asks a Retired Clergyperson, SSM or Reader to conduct a funeral**

Under these Diocesan Regulations & Guidelines the Bishop asks that in such circumstances ministers licensed by him inform the Deceased's Incumbent and abide by the fee entitlement indicated.

### **Blessings of marriage in church following a civil marriage ceremony**

There is no prescribed fee, however in the light of Bishop's expectations that the couple be properly prepared for their marriage it will be good practice to invite the couple to make a payment comparable to the statutory marriage service fee.

### **Expenses**

The payment of expenses is completely separate from the payment of fees. Any person taking an occasional office should be fully reimbursed for their expenses by those requesting the service. This includes readers, SSMs, and visiting licensed clergy. Expenses for casual duties will be reimbursed by the Diocese, all other travelling expenses are the responsibility of the PCC. However, an amount to cover travelling expenses of clergy, should be considered when the PCC are setting their elements of the fees for weddings and funerals.

The Diocese uses the HMRC approved mileage rates which are:

| Type of vehicle | Rate per mile |
|-----------------|---------------|
| Cars & vans     | 45p           |
| Motorcycles     | 24p           |
| Cycles          | 20p           |